1978

A Guide to Legal Research in the University of Michigan Law Library (2nd ed.)

Peter C. Schanck
University of Michigan Law School

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We do wish, however, to express our special gratitude to Lynn Drickamer for her uncomplaining, untiring, and unerring work on the many drafts to the manuscript for this volume. To have such a talented and efficient person’s assistance on so arduous a project is a rare stroke of good fortune indeed.

Peter C. Schanck
Janet Wishinsky
Emelyn B. House
Reet Maripuu
Foreword

For many years, the University of Michigan Law Library survived, or perhaps I should say that its users survived, with no written guide to the resources of the Library, or vade mecum on the use of legal materials. This may seem strange for a library so large, especially since Michigan has not within living memory had a course on legal bibliography.

The need for such a guide was probably not apparent during the many years in which the shelves of the reading room could contain volumes necessary for virtually all purposes in studying for the LL.B. degree. In those days, when the bulk of Law School studies involved private law materials, with an occasional foray into taxation or labor law, undergraduates could, and clearly did, survive on what today would look like a very basic collection.

There must be few who need reminding that the focus of legal inquiry generally, and of law schools in particular, has changed remarkably over the last twenty to thirty years. There are now very few subjects of current controversy which are not grist to the lawyer's mill, whether one is talking about abortion or the development of the ocean floor, international trade or the New Biology, the counseling of children or the economics of agriculture.

This Law Library, like others, has attempted to keep pace to some degree with the burgeoning scope of legal inquiry; at the same time, we have tried to proceed with the orderly acquisition of basic legal materials from all legal systems in the world. In consequence, desperately overcrowded in a comparatively elderly building, our collections have grown more and more difficult to use.

These circumstances caused Peter Schanck, our Chief Reference Librarian, to assemble this Guide. He has received able assistance from other members of the library staff, principally Janet Wi-hinsky, Reet Maripuu, and Emelyn House.

The purpose of the Guide is simple and straightforward: to enable users of this Library to locate more easily those materials which may be relevant to the subject of their inquiry. This guide does not purport to take the place of those well-known treatises on how to set about legal research (see page 15). On the other hand, it does more than simply tell the user where books are in the Library. It explains how these books are used, what their advantages and limitations are, and what other works exist in the same or similar fields.

It is hoped that users of the Library, from the merest neophyte to the oldest inhabitant, will keep this Guide as a desk book, for use when troublesome or difficult questions arise, either with respect to legal literature, or with respect to some of the eccentricities of location in this Library.

The Guide will be revised from time to time, and the Library would be grateful for corrections, suggestions and any other comments which would make the Guide more valuable to Library users.
Finally, I do not wish to let this occasion pass without congratulating Mr. Schanck and his assistants for the high quality of research and judgment which has been shown in the preparation of this Guide. On behalf of all users of the Library, I would like to express our gratitude to them.

Beverley J. Pooley
Professor of Law
Director of the Law Library

August 2, 1976
Preface to the Second Edition

Major revisions in this second edition include the addition of sections on words and phrases, LEXIS, parallel case citations and a bibliography of general reference sources. Acquisitions to the collection and shifts in the location of our materials have also necessitated a number of minor changes in the text. We took the opportunity of a new edition to make other corrections and improvements where we thought advisable.

Preface to the First Edition

This guide has been written primarily for the use of law students at The University of Michigan. It is intended to assist them in three distinct respects: (1) describe the Library's rules and services, (2) explain the basics of legal research, and (3) provide quick reference information on the most commonly encountered problems of legal research. The three main sections of the guide correspond to these objectives.

This volume is designed to be neither an instructional manual for classroom use nor an encyclopedic reference source. There are already fine publications of those types. Instead, we have taken a problem-solving approach to legal research and have stressed the specific holdings and organization of our Library. We hope this orientation will be more relevant to the immediate, on-the-spot needs of our users. In this respect, it should be particularly useful in the evenings and on weekends when personal reference service is unavailable.

Throughout the course of this work we have attempted to provide the minimum necessary bibliographical information so as not to clutter the pages unduly with data essentially irrelevant to the needs of law students, however dear such details might be to librarians. On the other hand, we have indicated the location of materials in the open areas with as much precision as possible because of its unquestionable value to our users. Except in part I, all locations have been designated by capital letters, e.g. READING ROOM, CIRCULATION DESK. To provide contrast, we have employed boldface type for emphasis and italics for the titles of publications.

* See page 15 infra for information on specific titles.
I. LAW LIBRARY INFORMATION

A. Law Library Schedule, p. 2
B. Law Library Rules, p. 2
C. Collection Locations, p. 3
D. Services and Aids, p. 3
2/ Law Library Information

A. Law Library Schedule

The Library is open seven days a week from 8 a.m. to midnight with the following exceptions:

1) During both fall and winter term exam periods the Library is open until 1 a.m.

2) The Library generally shortens its evening hours during the breaks between fall and winter terms and winter and summer terms.


Variations from the regular 8 a.m.-to-midnight schedule will be posted in advance.

B. Law Library Rules

1) The Law Library is a research library and as such must have available for immediate use the books in the collection. Most materials do not circulate out of the Library.

2) Any of the Library's books may be used for a day within the building. In addition, part of the collection is available—but only to University of Michigan faculty and graduate students—for circulation out of the building. This includes books classed as Anglo-American Treatises, Biography, and Trials. Michigan faculty and graduate students may borrow up to three books for one week.

3) Reading Room books should be returned promptly to their proper places on the shelves, or to a shelving truck or table.

4) Stack Levels 1 and 2 are open to the public and are entered through the door west of the Circulation Desk. (See diagram on p. x supra). Stack Levels 3 through 10 are not open to the public. Books located on these levels must be called for at the Circulation Desk. Under special circumstances stack permits may be issued by the Circulation Librarian or the Assistant Director.

5) Smoking and the use of food or beverages are not allowed in the Reading Room or the stacks. Smoking is allowed in the Newspaper Area of Level 1 and in 200 Hutchins Hall.

6) Everyone must leave the Library at midnight.
C. Collection Locations

(1) U.S. federal and state legal material
Most needed primary materials (statutes, reports, digests, and citators), and secondary materials (legal encyclopedias, looseleaf services, and periodicals) are located in the Reading Room. (See diagram p. x supra). Federal reports and some Michigan materials may be found in Room 200 Hutchins Hall.
The major collection of English language periodicals is located on Level 1. The last 10 years of American law school reviews are in the Reading Room.
U.S. government documents are shelved on Levels 1 and 2.
Treatises are located in the closed stacks and must be requested at the Circulation Desk.
Newspapers are shelved on Level 1.

(2) British and Canadian legal material
Most primary and secondary materials are in the closed stacks and must be requested at the Circulation Desk. However, there is a selected collection of British statutes and reports on Level 2. (See p. 89 infra).
Most periodicals are located on Level 1.
Treatises are in the closed stacks and must be requested at the Circulation Desk.

(3) Foreign legal material
Primary and secondary materials are in the closed stacks and must be requested at the Circulation Desk.

(4) International legal material
Primary and secondary materials are in the closed stacks and must be requested at the Circulation Desk.

D. Services and Aids

Administrative Offices (Rooms 363–369) Tel. No.: 764-9322
Prof. Beverley Pooley, Director
Ms. Margaret Leary, Assistant Director
Mrs. Betty Curley, Administrative Secretary

Card Catalog (Level 5) Tel. No.: 764-9322
Consists of an author/title catalog and a separate subject catalog.
Public Catalog Librarian

Checklist (Room 321) Tel. No.: 764-9330
Lists of periodical holdings. Mrs. Gail Treece.
Law Library Information

Circulation Desk (Reading Room) Tel. No.: 764-9322
Mrs. Barbara Snow

Looseleaf Services (Room 313) Tel. No.: 764-1529
Mrs. Hermine Wolf

Microforms (Room 312)
Microfilm, microfiche, microcards, and the necessary readers.

Reference Information Tel. No.: 764-9324
Anglo-American (Room 362)
Ms. Cherie Gilmore
Foreign and International Law (Room 360)
Mr. Miloslav Jiran
U.S. Government Documents (U.S. Govt. Docs. Office—Level 1)
Mrs. Emelyn House
International Organizations Documents (Room 831)
Mrs. Reet Maripuu

Stack Directory (at Circulation Desk and on each level)
A more specific guide to the location of the books in the Law Library; it includes a list of Call Numbers found in the Card Catalog and their locations.

Copy Services
There are 4 IBM Copiers located at the far end of the Newspaper Room on Level 1. These machines will make both 8½ x 11” and 8½ x 14” copies. If any of these machines fail to operate or gives poor copies, contact the Desk Assistant at the Circulation Desk. Refunds for money lost in these machines may be obtained at the Circulation Desk. Refunds for poor copies are limited to 10¢, so it is advisable to look at the quality of the copies as they come from the machine.

Course Reserves and Desk Materials
Course reserves and heavily used hornbooks, multivolume treatises, and casebooks are kept on reserve at the Circulation Desk and must be requested there.
To determine if a particular item is on reserve check in the Course Reserve Notebook at the Circulation Desk under the title of the course. Ask for a reserve item by telling the Desk Assistant the number of the item.
In general, only one or two items may be taken out at a time. A student ID card or comparable ID must be presented before the reserve item may be charged out. Course reserve material is due back four hours after being charged out and may not be taken from the building.
II. FUNDAMENTALS OF LEGAL RESEARCH:
AN INTRODUCTION

A. Secondary Sources of Law, p. 6
B. Primary Legal Sources and Search Materials, p. 8
C. Legal Citations, p. 13
D. Legal Research Manuals, p. 15
II. Fundamentals of Legal Research: An Introduction

Upon entering law school the unsuspecting student is confronted with a welter of perplexing and complex materials. To the novice, legal research must often seem a bewildering and frightening prospect. Where are the old reliable and familiar card catalogs, Reader's Guides and indexes of his undergraduate days? They are still around, but, much to his dismay, so are ALR, Shepard's Citators, Decennial Digests and looseleaf services.

Why this collection of strange materials? First, laws are a primary source. Lawyers, scholars and law students are all seeking the laws themselves, not what someone writes about them. Obviously, an undergraduate library does not contain actual political parties, social groups, corporations or scientific experiments. It has only descriptions of, or commentaries on these entities. Secondly, laws come in diverse form (statutes, cases, regulations, executive orders, administrative decisions, etc.) and in vast numbers (many thousands are issued each year in the U.S.). Finally, lawyers and other legal researchers need to know the most recent cases, statutes and other laws. These novel conditions (the status, form, quantity and currency of law) require the application of novel means in order that the legal profession may gain ready access to the literature of the law.

Nonetheless, the law student need not panic. Once the fundamentals have been mastered, legal research will never again seem quite so overwhelming. Henceforth, he will encounter problems, but these will more often than not result in challenging rather than traumatic experiences. This introductory section is designed as a first small step in mastering those basics.

(Unless otherwise indicated, all location references are to places in the READING ROOM.)

A. Secondary Sources of Law

(1) Basic information on law (legal encyclopedias)
   (a) National encyclopedias
   (b) State encyclopedias

(2) Commentaries
   (a) Legal periodical literature
   (b) Treatises, textbooks, hornbooks, etc.
   (c) ALR (American Law Reports)

As the title implies, this section refers to books about the law, not those volumes actually containing the law, i.e. primary sources. For the most part, these sources are not "authority" for the law, i.e. acceptable to a court as a true statement of the law. They can be used rather as background or preparation for more in-depth primary research. Where comprehensive and detailed information is not required, however, secondary sources may suffice.

(1) Basic information on law (legal encyclopedias). Consulting legal encyclopedias is often the best way to begin one's research, since their
functions are to provide background or general information on the law and to identify leading statutes and cases on a subject. A few hundred legal topics are arranged alphabetically in the encyclopedias, with detailed break-downs within each topic. There are two national encyclopedias, and sets for several states. The index at the end of each set is usually the best starting point. Look under the most specific terms first.

(a) National encyclopedias.

1. American Jurisprudence 2d. (REFERENCE BAY—east end) generally contains the best text, and is particularly good on new subjects and on identifying leading cases.

2. Corpus Juris Secundum (REFERENCE BAY—east end) tends to be more detailed and cites more authority on law.

(b) State encyclopedias (with other state materials, northwest and southwest alcoves). Michigan has three legal encyclopedias: Michigan Law and Practice Encyclopedia (covering all law), Michigan Civil Jurisprudence (covering civil law, i.e. everything except criminal law) and Gillespie’s Michigan Criminal Law and Procedure (the complement to Michigan Civil Jurisprudence). Other states for which we have legal encyclopedias: California, Florida, Illinois, Indiana, Minnesota, New York, Ohio, Pennsylvania, Texas, Virginia, West Virginia (part of the Virginia set).

(2) Commentaries.

(a) Legal periodical literature. Generally, the most respected current legal scholarship appears in legal periodicals. The information here is usually more specific than in encyclopedias and contains more commentary and opinion.

1. Index to Legal Periodicals (REFERENCE BAY—east end), using the same general format as Reader’s Guide, indexes nearly all the American legal periodicals published. This set also contains a table of cases commented upon and a book review index. Warning: the subject headings are very broad, frequently making it necessary to scan long lists of titles to identify relevant articles.

2. Index to Periodical Articles Related to Law (REFERENCE BAY—east end). This covers selected non-law publications.

3. Law school reviews for the last 10 years are located in the READING ROOM, alcove C, in alphabetical order by title. Current issues of about 40 publications are at the CIRCULATION DESK. Volumes published prior to 10 years ago are on LEVEL 1 of the stacks. Additional copies are in the closed stack area, and can be requested by volume number at the CIRCULATION DESK.

4. Other legal periodicals are located on stack LEVEL 1 in alphabetical order by title.

5. For more information on legal periodical indexes, see p. 73 infra.

(b) Treatises, textbooks, hornbooks, etc. (Closed stack area). Treatises range in scope from brief surveys of a broad subject to 30-volume
sets on a single subject. There are also detailed analyses of narrow legal topics. The subject part of the CARD CATALOG adjacent to LEVEL 5 is the source for information on these. The librarian in charge provides assistance on the catalog's use from 8:00 a.m. to 5:00 p.m., Monday through Friday. Treatises and other monographs are in the closed stack area, and thus not accessible for browsing.

The reference librarians also will be happy to make suggestions regarding books on various subjects.

Further information on treatises appears on p. 58 infra.

(c) *ALR (American Law Reports)* (northeast side). This set reprints leading or interesting cases, and then appends extensive, detailed essays citing dozens of cases on the subject. The essays, called annotations, are usually on fairly narrow questions of law, but ALR does not attempt to be comprehensive in its coverage of subjects: by no means all areas of law are included.

1. In most instances, the best approach to *ALR* is through the *Quick Indexes*. There are 3: one each for the *ALR* 1st series, 2d and 3d series together, and Federal series (1969--).

2. The sources for cases decided after the annotation appeared are the “Blue Books of Supplemental Decisions” to the 1st series, “Later Case Service” to the 2d series, and pocket parts to the 3d series.

3. The *Quick Index 2d* (covering 2d and 3d series) contains a table of superseded and supplemental annotations which can be used to find more recent annotations on a subject found in earlier volumes in any series.

4. The means of determining if a given case has been annotated in *ALR* are the tables of cases in the *Quick Index 2d* for the 3d series and the digests for the first two series.

5. There is now seldom any other need to use the digests or word indexes connected to the 1st and 2d series.

B. Primary Legal Sources and Search Materials

(1) Constitutions
   (a) Annotated or compiled statutes
   (b) *The Constitution of the United States of America: Analysis and Interpretation*
   (c) *Constitutions of the United States: National and State*

(2) Statutes
   (a) Federal
   (b) State

(3) Regulations
   (a) Federal
   (b) State
(4) Cases
   (a) Law reports
      1. Federal
      2. State
   (b) Methods of finding cases
      1. Secondary sources
      2. Annotated statutes
      3. Digests
      4. Words and phrases
      5. Shepard's Citations

(5) Looseleaf services

(6) Computerized legal research: LEXIS

Primary sources are those books and other materials that contain verbatim
texts of the laws. The secondary sources discussed above will usually provide
the researcher with references to many statutes, regulations, cases, etc. However, for most research purposes the law student will need to consult those
ingenious, but often frustrating, tools of the legal trade we will term "search
materials." These books can furnish access to all (or most) of the relevant
law. Search materials, together with the primary sources to which they refer,
are discussed below.

(1) Constitutions.

   (a) Annotated or compiled statutes (READING ROOM). Both the
       U.S. and state constitutions, with annotations (brief abstracts)
       of state cases, are in the annotated statutes for the various states
       (see below). The U.S. Constitution, with case annotations, is

   (b) The Constitution of the United States of America: Analysis
       and Interpretation, 1973 with current supplement (CIRCULATION
       DESK) is a provision-by-provision discussion of the Constitution, with
       copious citations to statutes and cases.

   (c) Constitutions of the United States: National and State
       (CIRCULATION DESK) is a looseleaf compilation of state and federal
       constitutions.

(2) Statutes—laws enacted by the Congress and state legislatures.

   (a) Federal.

      1. Compilations. Compiled statutes are arrangements of
         laws in force by subject groupings. The U.S. Code (U.S.C.) is
         the official edition of federal statutes, but two unofficial sets of
         compiled statutes, the U.S. Code Annotated (U.S.C.A.) and
         U.S. Code Service (U.S.C.S.) are usually preferred. These
         publications have the same format and organization as the U.S.C.
         but include annotations (brief abstracts) of cases interpreting the
         statutes. They also contain references to federal regulations
         (see below) and law review articles.
Pocket parts and supplements keep these two annotated sets current. (All 3 sets are in alcove C—federal.)

2. Session Laws. The U.S. Statutes at Large (official) and the U.S. Code, Congressional and Administrative News (privately published, but more up-to-date) contain the laws enacted by Congress in each session. (Both sets are in alcove C.)


(b) State (alcoves A and B). There is a set of compiled and annotated statutes for each state in Alcoves A and B. Michigan has two sets: Michigan Compiled Laws Annotated (annotates the official Michigan Compiled Laws, 1970) and Michigan Statutes Annotated. (Both at west end, outside the alcoves.) Session laws of each state for the past 15 years are shelved with the compiled statutes. Earlier years must be requested at the CIRCULATION DESK.

(c) See pp. 18 to 24 infra for more information on special aspects of statutory research.

(3) Regulations—rules promulgated by executive and administrative agencies pursuant to statutory authority.

(a) Federal. There is a compiled set (annually up-dated) of Federal administrative regulations in force, entitled Code of Federal Regulations (CFR), in alcove C—federal. Regulations, final and proposed, are published first in the Federal Register, issued Monday through Friday (MICROFORM ROOM [Rm 312] and LEVEL 1, range 16; call no.: US F29). Further details on federal regulations are found on p. 35 infra.

(b) State. The Library contains compiled regulations for 6 states: Calif., Mich., N.Y., Ohio, Pa., S.C. (Michigan materials, west end; other states, alcoves A and B, west end).

(4) Cases. So far as legal materials are concerned, we are referring here to opinions by courts (usually appellate) justifying their decisions on questions of law (often involving the interpretation of statutes) which arise out of litigation. “CASES” DOES NOT REFER TO TRIAL RECORDS OR TRIAL TRANSCRIPTS, of which the Library has very few. See p. 32 infra for information on trial materials and on records and briefs.)

(a) Law reports. Cases are arranged chronologically in sets of books called “reports,” “reporters,” “law reports,” “judicial reports,” “court reports,” “decisions,” etc.

1. Federal.

a. Many, but not all, opinions of the U.S. District Courts (trial level courts) are reported (i.e. published with the approval of the court) in the Federal Supplement.
b. Cases in the 11 intermediate U.S. Courts of Appeals are reported in the Federal Reporter.

c. Each U.S. Supreme Court decision appears in 3 bound and permanent reports: the U.S. Reports (official), Supreme Court Reports, Lawyers’ Edition and Supreme Court Reporter. The most recent Supreme Court cases are found in U.S. Law Week, shelved to the left of the CIRCULATION DESK. (All other federal cases are found in alcove C—federal.)

2. State.

a. As of 1977 the only states reporting their trial court opinions are Conn., Del. (in Atlantic Repr.), Fla., N.J., N.Y., Oh. and Pa.

b. There are separate sets of appellate reports for most states.\(^1\) (Sometimes two: one for the supreme court, one for the intermediate appellate court). Michigan, for example, has the Michigan Reports and the Michigan Appeal Reports. The reports for the past 15 years for the supreme courts and some intermediate appellate courts are with the other state materials in alcoves A and B; earlier years are along the side walls and first few ranges of LEVEL 2. Most intermediate appellate court reports and those lower court materials which do exist must be requested at the CIRCULATION DESK.

c. State cases are also published in 7 regional reporters (part of West’s “National Reporter System.”): the Atlantic Reporter (A), North Eastern (NE), North Western (NW), Pacific (P), South Eastern (SE), Southern (S) and South Western (SW). These reporters are shelved around the periphery of the Reading Room in alphabetical order. (See the diagram on p. x supra for specific locations.)\(^2\)

\(^1\) At this time (late 1977) the following states do not separately publish their court decisions: Alas., Del., Fla. (does, however, publish lower court opinions), Ia., Ky., La., Me., Miss., Mo., N. Dak., Okla., Tenn., Tex., Ut., Wyo.).

\(^2\) The initials of the corresponding regional reporter for each state are indicated below (a dagger means there is a digest for the state—see p. 12 infra):

| Alabama (S) | †Kentucky (SW) | North Dakota (NW) |
| †Alaska (P) | Louisiana (S) | †Ohio (NE) |
| †Arizona (P) | Maine (A) | †Oklahoma (P) |
| †Arkansas (SW) | †Maryland (A) | †Oregon (P) |
| †California (P) | †Massachusetts (NE) | †Pennsylvania (A) |
| †Colorado (P) | †Michigan (NW) | Rhode Island (A) |
| †Connecticut (A) | Minnesota (NW) | South Carolina (SE) |
| Delaware (A) | Mississippi (S) | South Dakota (NW) |
| †D.C. (A) | †Missouri (SW) | †Tennessee (SW) |
| †Florida (S) | †Montana (P) | †Texas (SW) |
| Georgia (SE) | Nebraska (NW) | Utah (P) |
| †Hawaii (P) | Nevada (P) | Vermont (A) |
| †Idaho (P) | New Hampshire (A) | †Virginia (SE) |
| †Illinois (NE) | †New Jersey (A) | †Washington (P) |
| †Indiana (NE) | †New Mexico (P) | †West Virginia (SE) |
| †Iowa (NW) | †New York (NE) | †Wisconsin (NW) |
| †Kansas (P) | North Carolina (SE) | †Wyoming (P) |
(b) **Methods of finding cases.**

1. **Secondary sources**—discussed in part A above, pp.

2. **Annotated statutes**—discussed in part B(2) above, p.

3. **Digests.**
   
a. In order to conduct thorough research, it is usually necessary to use digests, even when annotated statutes have been consulted.

   b. Digests are compilations of brief paragraphs or abstracts summarizing court decisions. They are grouped by alphabetically arranged subject classifications and contain general indexes at the ends of the sets.

   c. Digests exist for most states* (e.g. *Michigan Digest*); for 5 of the 7 regions (e.g. *North Western Digest*, containing Michigan cases), but not for the North Eastern and South Western regions; for all federal courts; separately for the U.S. Supreme Court; and for the entire country (this last one in 10-year compilations called *Decennials*, followed by the current *General Digests*). The state, but not regional, digests also contain federal court decisions for the state concerned.

   d. **West Key Number System.** Most digests are published by the West Publishing Co. and utilize their “Key Number System,” a very helpful tool in performing case research. Briefly, it allows the researcher to shift easily from one digest to another, and to find many cases when initially he has only one or two. An explanation of this scheme appears on page 26 *infra*. Price and Bitner’s *Effective Legal Research* contains a more detailed exposition on pp. 190–193 (CIRCULATION DESK).

4. **Words and phrases** sets or tables can be useful devices for beginning a search for cases, as well as providing an alternative to dictionaries as a means of defining legal terms.

   a. *Words and Phrases*, a 90 vol. set published by West, alphabetically arranges definitions of legal and non-legal terms construed by the courts in all jurisdictions. This set can provide an effective method for finding all, or nearly all, cases interpreting a given phrase or word (REFERENCE BAY).

   b. Every West digest and nearly every other digest set contains words and phrases tables found at or near the end of the set. These tables cite cases but do not include the definitions themselves as does the aforementioned *Words and Phrases* set.

5. **Shepard’s Citations** (near main door)

   a. “Shepardizing” is a method of finding all subsequent cases which cite a given case or statute and of confirming that the case is still controlling or the statute still in force by use of *Shepard’s Citations*.

   b. There are citators for every state and region, several for the federal system, and several for miscellaneous subjects (e.g. labor, administrative law).

* See p. 11 *supra* for a table with daggers indicating the states for which we have a digest.

6. For more information on researching case law, see pp. 26 to 32 infra.

(5) **Looseleaf Services.**

(a) These are up-to-date compilations of statutes, regulations, cases (or at least references thereto), administrative regulations and decisions, editorial explanations and commentary, etc. on a particular subject (e.g. taxation, labor law, environmental law). Most sets are both very comprehensive and current. Nearly all titles are located in the LOOSELEAF BAY of the READING ROOM, west end, and Rm 313 off the LOOSELEAF BAY.

(b) Tips on the use of looseleaf services and a subject list of the services in the Library appear on pp. 42 to 54 infra.

(6) **Computerized legal research.** LEXIS, a computer system for retrieval of cases, statutes, regulations, etc., is located in Rm 310 off the READING ROOM. (See p. 54 infra for more information.)

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**C. Legal Citations**

(1) **Principles of legal citation**

(2) **Proper rules for legal citations**

(3) **Abbreviations**

(a) Deciphering abbreviations in citations

(b) Forms of abbreviation

(1) **Principles of legal citation.** The legal system of citation uses a more concise format and more abbreviations than do the other commonly employed systems (e.g. University of Chicago or Turabian style manuals). Generally, the elements of a legal citation follow this order:

(a) The name of the law (e.g. statute, case).

(b) Volume number in the set of books (title or chapter number in compiled statute sets).

(c) Abbreviated reference to the name of the publication (preceded by author's name if it is a treatise).

(d) Page number, or section number for statute sets and some treatises.

(e) Year in parentheses (usually when the law came into being, but sometimes year of compilation or publication).
14/ Fundamentals of Legal Research

e.g. *Cook v. Fusselman*, 300 A.2d 246 (1972)

300—volume number
A—Atlantic Reporter
2d—second series
246—page number
1972—date opinion issued


18—title number
§§ 10, etc.—section numbers
1970—date of Code edition

4 Corbin, *Contracts*, § 844 (1951)

4—volume number
Corbin—author Arthur Corbin
*Contracts*—title of work
§ 844—section number
1951—date of publication

(2) Proper rules for legal citation. The Harvard Law Review’s *A Uniform System of Citation*, 12th ed. (1976), often called the “Blue Book” (CIRCULATION DESK), is the primary set of rules (or guide book) for proper citation form. Less detailed, but often more comprehensible, sets of citations are contained in Jacobstein and Mersky’s *Fundamentals of Legal Research* (1976), p. 507 and Price and Bitner’s *Effective Legal Research*, 3d ed. (1969), p. 371, both also found at the CIRCULATION DESK. Another advantage of both the Price and Jacobstein volumes is that their rules are specifically directed to typewritten work whereas the Blue Book is designed for the special needs of printed law reviews.

(3) Abbreviations.

(a) Deciphering abbreviations appearing in citations. There are several sources for interpreting abbreviations. *Black’s Law Dictionary* (1967), located on the CIRCULATION DESK, has a lengthy listing of symbols in the back. A similar, but not identical, list appears on page 427 of Price and Bitner’s *Effective Legal Research*, 3d ed. (1969), at the CIRCULATION DESK. The most recent tables of abbreviations are found in Jacobstein and Mersky’s *Fundamentals of Legal Research* (1976), p. 584 and The Research Group’s *Basic Legal Research Techniques* (1975), appendix 9–33, both at the CIRCULATION DESK. The latter also contains a useful list of abbreviations for terms commonly employed in legal citations (appendix 34–39).

(b) Forms of abbreviation. When attempting to cite a work in a paper, memorandum or brief, the researcher can identify the proper form of abbreviation to use through *A Uniform System of Citation* (CIRCULATION DESK). Aside from rules of form, the pamphlet contains abbreviation tables for the more commonly used case reporters, statute sets and periodicals.
Another list of proper symbols can be found in Jacobstein and Mersky’s *Fundamentals of Legal Research*, p. 538 (CIRCULATION DESK).

(4) Information on **parallel citations** to cases (more than one source for the same case) is on p. 30 *infra*.

**D. Legal Research Manuals**

The Law Library has several volumes providing considerably more detailed information on legal research techniques and materials than can be included in this brief guide. We particularly recommend these:

(1) **Brief introduction to legal research:**


(2) **Introduction to legal research:**


(3) **Detailed source on legal research and legal materials:**


(4) **Instruction books on the use of legal materials:**


(5) **Guide to legal research methods and processes:**


An abridged version of this work is contained in the *Writing and Advocacy Handbook* distributed to all first-year law students.


(6) **Michigan legal research materials:**

III. SPECIAL PROBLEMS IN LEGAL RESEARCH

A. STATUTES

Recent Statutes: Location and Currency, p. 18
Identifying Statute and Bill Citations, p. 19
Indexes to Old Federal Statutes, p. 20
Legislative Histories: Federal, p. 20
Legislative Histories: State, p. 23
Uniform Laws, p. 24
Recent Statutes: Location and Currency

(1) Federal. Enactments of the U.S. Congress will appear first in this Library in one of three publications: (a) the official slip laws of the Congress (individual printings of the statutes collected in Acco binders and shelved after the U.S. Statutes at Large in READING ROOM, alcove C—federal); (b) U.S. Code Service (U.S.C.S.) advance sheets (alcove C); and (c) U.S. Code, Congressional and Administrative News advance sheets (alcove C).

The situation varies at any given time as to which publication is most current. If one source lacks a recent enactment, the others should be consulted. Statutes usually appear first in one or the other between one and two months after their approval date.

(2) Michigan. The first version of a Michigan statute to appear in the Library is the enrolled bill, which arrives between about four and six weeks after final approval. This is the printing of the bill after legislative approval but before the Governor’s approval. The enrolled bills are in the locked range on LEVEL 1, and can be obtained only upon request from the Government Documents Librarian in Rm 115 on LEVEL 1.

If the public act number is known, but not the enrolled bill number, there are cross-reference tables in the Michigan Status Tables in the GOVT. DOCS. OFFICE.

About two to four months after passage, the next printing of the acts appears in West’s Michigan Legislative Service (with the Michigan Compiled Laws Annotated at the west end of READING ROOM and at the CIRCULATION DESK) and the Current Materials volume to the Michigan Statutes Annotated (also west end of READING ROOM). When the public act number is unknown, the cumulative subject indexes to these two sets are very useful.

(3) Other states. The Library does not receive slip bills or laws for the other 49 states. For 21 of those states we acquire an advance legislative service, which includes the texts of statutes approved from two to six months ago. These states are:

Arizona  California  Connecticut  Florida  Illinois  Iowa  Maine  Maryland  Massachusetts  Minnesota  Missouri  New Jersey  New Mexico  New York  North Carolina  North Dakota  Ohio  Oklahoma  Pennsylvania  Texas  Wisconsin

The services are found with each state’s annotated statute set in alcoves A and B at the west end of the READING ROOM.
Identifying Statute and Bill Citations

(1) Where only short-official or popular name of statute is known
(2) Statutes at Large citations
(3) Public law numbers
(4) Bill numbers
(5) U.S. Code citations

(1) Where only the short-official or popular name of a statute is known, the following sources can be used to identify the citation.

(a) Federal and state. Shepard’s Acts and Cases by Popular Name, at the CIRCULATION DESK, covers all U.S. jurisdictions, state and federal, and is maintained up-to-date by annual cumulative supplements. It does not, however, include references to all statutes. Its lists of model and uniform acts, and of the enacting states, are especially useful. (See p. 24 infra for more information on uniform laws.)

(b) Federal. The United States Code (U.S.C.), United States Code Annotated (U.S.C.A.) and United States Code Service (U.S.C.S.), in alcove C—federal, have popular name tables of acts (which also list the short-official names of the acts) near the end of each set, with complete citations, including public law numbers and Statutes at Large references.

(c) State. The statute volume(s) of Shepard’s Citations (READING ROOM) for each state contains the short-official and popular names of the state’s statutes.

(2) and (3) When a U.S. Code (U.S.C.) citation is known, the public law number and Statutes at Large citation can be found at the end of each provision (section) of the U.S.C., U.S. Code Annotated (U.S.C.A.) or U.S. Code Service (U.S.C.S.). The specific section number within each public law and the page number in the Statutes at Large, corresponding to the Code provision, are also included.

(4) The bill numbers for a statute can be obtained by consulting the applicable Statutes at Large volume where the text of the statute appears. The numbers are provided in the margin at the beginning of the statute. The U.S. Code, Congressional and Administrative News also includes the bill numbers in brackets above the title of the act, and in its “Table of Public Laws.” The C.C.H. Congressional Index (GOVT. DOCS. ALCOVE on LEVEL 1; current vols. in GOVT. DOCS. OFFICE) also contains conversion tables for bills.

(5) Near the end of each set (U.S.C., U.S.C.A., U.S.C.S.), there is a volume containing tables (and so labeled) which can be used to identify U.S. Code citations when the public law number or Statutes at Large citation is known. On the left-hand side of each page, the main set of tables lists the Statutes at Large citation of each public law in chronological order, broken down into its component section numbers. On the right-hand side is the corresponding U.S.C., U.S.C.A. or U.S.C.S. citation, also for each section.
Indexes to Old Federal Statutes

(1) There are two subject indexes to earlier federal statutes: Beaman and McNamara's *Index Analysis of the Federal Statutes 1789–1873* and McClenon and Gilbert's *Index to the Federal Statutes 1874–1931*, both located in the READING ROOM (alcove C—federal). The Beaman and McNamara index is arranged alphabetically by topic, with specific synopses of statutes referring to the *U.S. Statutes at Large* volume for the year in which the particular statute was enacted. The volume also contains a "Table of Repeals and Amendments to the Statutes at Large." A list of popular names of federal statutes is at the back of the volume. McClenon and Gilbert's volume is essentially a continuation of Beaman and McNamara's work, with the addition of a list of statutory definitions referenced to the *Statutes at Large*.

(2) In some instances, especially when attempting to find the text of a frequently amended law, use of old, superseded sets of compiled statutes in force (e.g. *U.S. Codes* prior to 1970, *Revised Statutes*) may be preferable to the *Statutes at Large* and the indexes discussed above. The superseded sets are located in the federal statute section on LEVEL 4 (closed stack area).

Legislative Histories: Federal

(1) General comments
(2) Procedures and Tools
   (a) Status tables
   (b) Compiled legislative histories
   (c) Legislative histories, 1970–
   (d) Sources of documents
      1. Bills
      2. Hearings
      3. Reports
      4. Committee prints and "House and Senate documents"
      5. Debates

(1) General comments. A legislative history provides the researcher with the status (i.e., progress in Congress) of a bill at any given time. It also identifies and, in some cases, compiles the documents which are generated at the various steps through the legislative process by which a bill becomes law. Such documents usually consist of committee hearings and reports, debates in Congress and sometimes background studies compiled for the use of the legislators. Researchers find such documents valuable when they try to determine the intent of the legislators. A helpful introduction to the whole subject of legislative histories is found in Chapter 5 of Price & Bitner's *Effective Legal Research*, 3d ed. (1969), at the CIRCULATION DESK. The U.S. Government Documents Librarian (Room 115, LEVEL 1) is available 9:00 a.m. to 6:00 p.m., Monday–Friday for answering questions on legislative histories.

(2) Procedure and tools. The starting place for any legislative history is the bill number. If a public law number, such as PL 93-640 is known, the
bill number will appear with the text of the law in the *U.S. Statutes at Large* or in the slip laws. Both are found in alcove C—federal, off the READING ROOM. See p. 19, section (4) *supra* for additional assistance in identifying bill numbers.

(a) **Status tables.** To find the present status of a bill introduced in the current Congress, the most up-to-date tool to use is the CCH *Congressional Index* on LEVEL 1 in the GOVT. DOCS. OFFICE (Rm 115). This index is arranged by bill number. If that number is unknown, there are subject and sponsor indexes to help find it. The status table will indicate the latest action taken, and will identify any document which might be available. It will also give the dates when the bill is before either house, making the debates a little easier to find in the *Congressional Record*. The Law Library has the CCH *Congressional Index* back to 1939, so it can be used retrospectively too (GOVT. DOCS. ALCOVE on LEVEL 1). For status of bills which pre-date 1939, the History of Bills & Resolutions section of the *Congressional Record* annual index is the major source.

The *Congressional Index* and *Congressional Record*, however, are not so helpful in locating specific hearings prior to 1970. The former will only indicate whether hearings were held and the index to the latter does not refer to them at all. The sources for identifying these hearings are the *Indexes of Congressional Committee Hearings* compiled by the U.S. Senate Library (GOVT. DOCS. ALCOVE on LEVEL 1).

(b) **Compiled legislative histories.** The Law Library contains many compiled legislative histories. One well-known set is West's *U.S. Code, Congressional and Administrative News* (READING ROOM, alcove C—federal, beginning with the 82nd Cong., 1951; and LEVEL 1, ranges 11 and 13, beginning with the 77th Cong., 1941). This set covers most, but not all, legislation passed and reprints selected committee reports.

In the MICROFORM ROOM (Rm 312) on microcard are histories of important legislation compiled by various leading law firms. This is a highly selective collection, but complete texts of documents comprising each history are included. This project begins with the 82nd Cong., 1951, and concludes with the 93rd Cong., 1974. A list, by number, of public laws included is in a notebook on the file cabinet containing the microcards.

Frequently, legislative histories for individual laws are published in monographs. Look in the CARD CATALOG (author catalog) under:

U.S. Laws, statutes, etc.

using the name of the law as title, to find the call number.

Some looseleaf services contain a legislative history section on their subject. An example is the BNA *Tax Management* section labeled "Primary Sources" in Rm 313, off the READING ROOM.

(c) **Legislative histories, 1970—**. The CIS (*Congressional Information Service*) annual *Abstract* volumes (GOVT. DOCS. ALCOVE and CIRCULATION DESK) contain at the back a listing of the legislative history, including the dates of the *Congressional Record* debates, for each public law. A microfiche copy of any abstracted document (excluding bills and the *Congressional Record*) can then be obtained by giving the CIS number and
year of the Annual (identified in the legislative history listing) to the CIRCULATION DESK. Refer to the Abstract before requesting fiche. CIS updates some legislative histories in subsequent years.

(d) Sources of documents.

1. Bills. The Library has a nearly complete collection of Congressional bills from 1935 to the present. Current bills must be requested from the GOVT. DOCS. LIBRARIAN in Rm 115 on LEVEL 1 during regular working hours. Past bills are bound and shelved on LEVEL 2, ranges 13, 15 and 16 (1935–1972) and LEVEL 1, range 13 (1973– ).

2. Hearings

   a. Paper edition. Hearings are available in paper for the period 1935 through 1975. The bulk of this collection is on LEVEL 2, ranges 15–17. They are mostly in bound volumes, the House committees bound in tan cloth and the Senate in green. They are arranged by Congress and session, alphabetically by the name of the committee (not subcommittee) and alphabetically by the title of the hearing. Each bound volume contains a table of contents which is helpful in locating a specific hearing. Beginning in 1972, hearings were no longer bound. The arrangement on the shelf remains consistent, however. For 1973 through 1975 the paper copies will be found on LEVEL 1, ranges 11 and 12.

   Prior to 1935 selective hearings in the Library’s collection may be located by consulting the CARD CATALOG for the specific call number. The Graduate Library may have different selections, but neither collection is complete. Any early hearing listed in Senate Library indexes (see p. 21 supra) and unavailable on campus can be obtained for you. Apply at the Law Library CIRCULATION DESK.

   b. Microfiche edition, 1970–. A collection of Congressional documents, including hearings (but excluding bills and debates) subsequent to Jan. 1, 1970 is on microfiche at the CIRCULATION DESK. To identify the fiche containing the hearing or other document desired, it is necessary to consult the index-abstract service CIS (Congressional Information Service) Index to Publications of the U.S. Congress (CIRCULATION DESK and GOVT. DOCS. ALCOVE on LEVEL 1). A free personal copy (in microfiche form) of any hearing or other document abstracted may be obtained by giving the year of the abstract and the abstract number to an assistant at the CIRCULATION DESK.

3. Reports

   a. Paper edition. The Library has paper copies of reports from 1935 through 1972 (LEVEL 2, range 16). These are bound in a separate numerical sequence for House and Senate within each Congress.

   Prior to 1935 the Library has only a few committee reports. The CARD CATALOG must be consulted to determine which are in the Library’s collections. If the Library lacks desired reports, the “Serial Set” in the Graduate Library is a reliable source.
b. **Microfiche edition, 1970–**. See section 2b on hearings above.

4. **Committee prints and “House and Senate documents” (a specific Congressional series).**

   a. **Paper edition.** These are acquired by the Library on a selective basis. The CARD CATALOG will indicate which we have and will provide specific call numbers. The Graduate Library is an excellent source for those lacking in the Law Library.

   b. **Microfiche edition, 1970–**. See section 2b on hearings above.

5. **Debates.** Congressional floor debates are contained in the *Congressional Record* and its predecessors, of which the Law Library has a complete collection, shelved on LEVEL 2, ranges 19 and 20. It should be kept in mind that indexes or citations to the unbound issues cannot be used for the bound volumes since the material is rearranged upon binding.

6. **Presidential messages to Congress.** See “Presidential Documents,” p. 34 infra.

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**Legislative Histories: State**

1. **Michigan**
2. **Other states**

It is very difficult to compile a comprehensive legislative history of a state law, since committee and legislative business is not published and distributed on a comprehensive scale, as it is for the Federal government.

1. **Michigan.** A current status table for Michigan bills is in the GOVT. DOCS. OFFICE on LEVEL 1. For some bills there is, in addition, a “legislative analysis.” (Current analyses in GOVT. DOCS. OFFICE; 1973 to past year bound with Michigan bills.) Ask there, also, for bills of the current Legislature. The GOVT. DOCS. OFFICE is open only during regular working hours.

   Michigan bills and House and Senate Journals are on LEVEL 2, ranges 7 and 9 (call no.: MC 43). The Journals contain little in the way of substantive material (e.g. there are no floor debates), but they do include (a) the texts of amendments to bills under consideration and (b) status tables for the bills (in the indexes to the bound volumes). It is also possible to identify the sponsors of bills and the relevant legislative committees in order to contact them for further information on legislative intent.

   Any committee hearing or report which was made available to the Library will be listed in the CARD CATALOG adjacent to LEVEL 5. Look in the author catalog under:


   The title will be the name of the hearing.

2. **Other states.** We have neither bills nor legislative journals for any state other than Michigan. Any material the Library might have for other states will be found in the CARD CATALOG under the name of the state, its respective legislature or assembly name, and the committee name, if in-
volved. Contact the state legislatures directly or the state law libraries for more materials. There is a directory of law libraries at the CIRCULATION DESK.

**Uniform Laws**

1. *Uniform Laws Annotated*
2. Card Catalog
3. *Shepard’s Acts and Cases by Popular Name*
4. *Martindale-Hubbell Law Directory*
5. Looseleaf services
6. Other sources

There have been dozens, perhaps hundreds, of uniform or model laws drafted over the past few decades. Some of these have been enacted by most or all states, some by only a few, others by none. Many have gone through several drafts. The Library’s policy is to acquire every U.S. uniform law known to exist. We believe that we have the vast majority of these.

Most have been developed by one or the other of two organizations, the American Law Institute or the National Conference of Commissioners on Uniform State Laws.

1. Probably the best approach to locating a uniform law is to begin by checking a set entitled *Uniform Laws Annotated* (West Pub. Co.—at the CIRCULATION DESK), which contains the texts, with annotations, of the most important uniform laws. This set also lists all states which have adopted the laws, and which of those have made alterations. A pamphlet entitled “Master Edition” lists all the uniform acts included in the set.

2. If the law being sought is not in that set, the next recourse is to the CARD CATALOG, which will have a card under the title of each and every uniform act of which the Library has a separate edition. There are literally dozens of these.

3. If neither the *Uniform Laws Annotated* nor the CARD CATALOG is helpful, *Shepard’s Acts and Cases by Popular Name* may be, since it lists many of those uniform laws which have been enacted by at least one state. The researcher can then obtain a version of the act as promulgated in a particular state. The citations to the statutes for all the adopting states are listed.


5. If the uniform law being sought falls within a subject area where there is a looseleaf service, that set is likely to contain the text, together with an up-to-date list of the adopting states. Information on the use of looseleaf services, together with a subject index to those found in the Law Library, appears on pp. 42 to 53 infra.

B. CASES

West Key Number System, p. 26
Shepard's Citations: Eliminating Irrelevant Cases, p. 26
Recent Court Decisions, p. 27
Finding Case Citations through Tables of Cases, p. 29
Tables of Cases by Popular Name, p. 29
Finding Parallel Case Citations, p. 30
Locating Old Federal Cases, p. 30
Restatements of Law, p. 31
Records and Briefs, p. 32
Trial Transcripts and Other Trial Materials, p. 32
26/ Cases

West Key Number System

(1) Definition
(2) Its uses and functions

(1) The West digests, which comprise nearly all those in the Library, are collections of brief abstracts of cases grouped according to alphabetically arranged legal subjects. Each subject or field of law is divided then into smaller concepts which are designated by a number called a "Key Number" (e.g. Criminal Law 203). These concepts are sometimes also further subdivided into smaller concepts, which are assigned either a decimal or parenthetical number within the parent key number, e.g. Criminal Law 203.5 or 203(5). Each digest in the system uses the identical system of subjects, concepts and key numbers.

(2) There are two primary uses of the Key Number System:

(a) To facilitate the lateral shifting of research from one jurisdiction to another by use of digests. After the researcher has identified the relevant key numbers in one digest, it is possible to proceed to any other digest (state, regional, federal or national) and look under the same key numbers to find more cases.

(b) When, initially, the researcher has only one or two cases, to make it possible to find all or nearly all the cases on a subject in a jurisdiction, without having to use indexes or tables of contents. This is done by reading the key numbers assigned to the headnotes to a case, selecting the relevant numbers, and then proceeding directly to those numbers in a digest or digests. This is especially useful if there are several issues in a case, and the researcher is only interested in certain ones. This procedure can only be employed when using a case found in a West reporter, e.g. Pacific Reporter, Federal Reporter, Federal Supplement, Supreme Court Reporter. These reports, however, contain virtually all the case law in the country.

One note of caution: when doing a very thorough research project, it is usually also advisable to consult the descriptive word indexes and topic analyses (tables of contents) in the digests. While the use of key numbers in case headnotes can be a quick and direct approach to additional cases, it is not always sufficiently comprehensive.

Shepard’s Citations: Eliminating Irrelevant Cases

The very detailed explanatory material at the front of every Shepard’s volume will provide the answer to almost any question concerning its use. However, since the need to eliminate irrelevant cases when using Shepard’s is so common, and since the lengthy instructions in Shepard’s are somewhat confusing, we will attempt to summarize briefly the process of extracting the relevant cases from the dozens, or sometimes hundreds, listed in Shepard’s under one cited case.

There are three steps involved in this winnowing process.

(1) The “citing” cases listed under the “cited” case are arranged first by
jurisdiction (federal, followed by the states in alphabetical order), and then by level of court within each jurisdiction (highest court to lowest court). Thus, those jurisdictions or courts which are not desired can be eliminated. Within each court’s citations, the listing is in chronological order, beginning with the oldest and concluding with the newest. Time may be saved, therefore, by first checking the more recent citations. If those are not the most important cases, often they will indicate which of the earlier ones are.

(2) The superior figure immediately to the right of the reporter abbreviation, and to the left of the page number (e.g. the 2 in the citation 350Mich315), identifies the legal principle in the cited case to which the citing case refers. Thus, if a cited case has six principles involved and only one or two are of interest, those citing cases involving the other four can be eliminated. The superior numbers specifically refer to the paragraph numbers in the syllabus or headnotes at the beginning of the cited case.

(3) The letter symbols to the left of the citations can be used to identify those cases that may be completely irrelevant (e.g. j325Mich280 refers to a dissenting opinion), or those that may be absolutely crucial since they cite it as controlling, overruled, or distinguished (e.g. d290Mich819 refers to a case distinguishing the cited case).

Recent Court Decisions

(1) Location and currency
(2) Location procedure when the citation is unknown

(1) Location and currency.

Due to the need for the most current information and to the publicizing of new cases, very recent decisions are in great demand. The availability of current case reports, which differs from jurisdiction to jurisdiction, is described below:

(a) U.S. Supreme Court. The text of all opinions appears in the U.S. Law Week (shelved near the CIRCULATION DESK) within days of their issuance. All current actions and proceedings of the court are also reported (not usually verbatim) in Law Week. (See p. 54 infra for a complete description of Law Week.)

(b) U.S. Courts of Appeals. The Library receives slip decisions (individual 1st printing of the cases) for 8 of the 11 courts. They are located with the federal reports in alcove C—federal, off the READING ROOM. These are generally more current than the Federal Reporter advance sheets (paperback supplements in alcove C) which are received from two to four months after the decision is handed down, but less up-to-date than the Law Week printing of Supreme Court opinions.

(c) U.S. District Courts. The only source is the Federal Supplement (alcove C—federal) advance sheets, which generally run 1 to 4 months behind.

* 1st, 2d, 4th, 6th, 7th, 8th, 10th, and D.C.
(d) **State Courts.** The opinions for most states appear first in the Regional Reporter (e.g. Northwestern Reporter, Pacific Reporter) advance sheets, again about 1 to 4 months after the decision has been rendered.

(e) **Michigan.** The opinions for both the Michigan Supreme Court and Court of Appeals first appear as mimeographed slip decisions. These are collected in Acco binders and shelved with the Michigan cases at the west end of the READING ROOM. Normally, they are received from one to two weeks after the decision date. A few weeks later the opinions are reproduced in the advance sheets to either the Michigan Reports (Supreme Court), or Michigan Appeals Reports (Court of Appeals) and in the Northwestern Reporter (both courts).

(f) **Looseleaf Services.** Many current cases—state and federal—are reproduced in various looseleaf services on specialized subjects and are located at the far west end of the READING ROOM. Major areas of coverage are: taxation, labor, environment, equal employment opportunity, antitrust and trade regulation, securities, banking, bankruptcy, commercial law, occupational health and safety, product safety and liability and unemployment compensation. See pp. 42 to 53 *infra* for a complete list of looseleaf services in the Library.

(2) **Location procedure when the citation is unknown.**

(a) Usually, if the case was decided during the previous year, the citation can be found through the pocket part to the table of cases volume for the applicable digest.

(b) Citations to state cases decided during the current year can be identified through use of the tables of cases to the advance sheets (pamphlets) for the General Digest (READING ROOM, east end). The tables of cases in the advance sheets to the regional reporters are the source of citations to the most recent state cases.

(c) Citations to federal cases decided during the current year can be located through the tables of cases at the back of the white paperback supplements to the Modern Federal Practice Digest—West’s Federal Practice Digest 2d or the supplements to the General Digest (both sets at east end of READING ROOM). For federal cases of even more recent vintage, use must be made of the tables of cases in each advance sheet to the Federal Supplement or Federal Reporter. Copies of these tables are collected in Acco binders and shelved with the Modern Federal Practice Digest—West’s Federal Practice Digest 2d.

(d) For special subjects, the tables of cases in looseleaf services are often helpful. These services sometimes pick up cases not reported elsewhere. See *infra* p. 42.

(e) The researcher should be warned that many opinions are never reported (published). The case may be available only through the clerk of the court, if at all. See p. 98 *infra* for information on locating court addresses and telephone numbers.
Finding Case Citations Through Tables of Cases

To locate the citation to a case where only its name is known or where the citation is improper, the following procedures may be used:

(1) Where the jurisdiction is also known (e.g. a particular state or the federal courts), the table of cases volumes at the end of the digest for that jurisdiction should be consulted. The citation and the key numbers in the digest for that case will be listed after the name of the case.

(2) Where the jurisdiction of the case is not known, but at least an approximate year is known, the best course is the particular Decennial Digest table of cases (READING ROOM, east end) corresponding to the date. For very recent cases, the General Digest volumes (shelved with Decennials) must be consulted. (Tables of cases are in the back of each volume).

(3) Where the subject is known, the tables of cases in looseleaf services (see pp. 42 to 53 infra) or multivolume treatises (see pp. 58 to 72 infra) may prove helpful.

(4) Where neither the jurisdiction nor the date is known, the researcher may be in trouble. Probably the best recourse is to make a calculated (or wild) guess as to either the date or jurisdiction, depending upon intuition. Oftentimes, a look at the Modern Federal Practice Digest table of cases will bear the most fruit, since that set covers all federal courts, while the state or regional digests are less broad in scope. After that a run through the Decennials and General Digests may be necessary.

(5) Where the case is well known, Shepard’s Acts and Cases by Popular Name, at the CIRCULATION DESK, often will provide the citation. (See below for a more complete explanation of these tables.)

(6) On occasion a researcher will have the name of only one party in a case. If it should chance to be the defendant, the student may still be able to identify the citation by using the Defendant-Plaintiff tables included with most digests.

Tables of Cases by Popular Name

Where the popular name of a case is known, but not the actual name or citation, the citation can usually be located by the following means.

(1) Shepard’s Acts and Cases by Popular Name, at the CIRCULATION DESK, covers all U.S. jurisdictions, state and federal, and is maintained up-to-date by annual cumulative supplements.

(2) Digests. Aside from the Shepard’s volume, there are such tables in many state and regional digests and in the Decennial (but not General) Digests. The regular tables of cases in the two U.S. Supreme Court digests contain cross references from the popular to the actual names of the cases.
Finding Parallel Case Citations

(1) Digest tables of cases
(2) Shepard's Citations
(3) National Reporter Blue Books

Most state cases are published in two, and a few in three, sets of law reports. Each U.S. Supreme Court decision appears in three separate reports. In many instances it will be necessary for the researcher to acquire all parallel citations to a case. Often this is a requirement of the institution or person to whom he is submitting his research, e.g. professor, law firm, court, law review editor. In other instances, he may have only a citation to an unavailable or inconveniently located volume. In still others, he may have the official citation but want the unofficial West reporter citation for use in locating other cases through the West Key Number System. (See page 26 supra). There are three sets of conversion tables for parallel citations in the Library:

(1) Digest tables of cases. Each set of case digests in the Library (located after its companion set of court reports in the READING ROOM) contains a volume or volumes of case tables at or near the end of the set. The list is alphabetical by case name and includes all known citations to each case.

(2) Shepard's Citations (near the READING ROOM front door) contains parallel citations in parentheses immediately below the page number of a case citation in the earliest volume in which the case appears. Later volumes and pamphlets do not include the parallel citations.

(3) The National Reporter Blue Books (immediately below Shepard's near the READING ROOM door) provide the unofficial West reporter citation when only the official state citation is known. The tables do not convert from unofficial to official reports.

Locating Old Federal Cases

(1) Miscellaneous reports
(2) Federal Cases

(1) Miscellaneous reports. Before 1830, when the Federal Reporter commenced, there were 233 different sets of federal reports. Those that the Law Library has are on LEVEL 2, range 5 of the stacks, arranged in alphabetical order by the reporters' names. In most instances, however, the use of these is unnecessary because of the existence of Federal Cases.

(2) Federal Cases. Since a collection of 233 different reports is quite naturally rather unwieldy, a set of reports was published at the close of the 19th century called Federal Cases (READING ROOM alcove C—federal), bringing together reprints of all the cases from 1789 to 1880. The set is

unusual in that its cases are arranged by title in alphabetical order. Each case is given a number; and a correct citation is to both the page number and the case number, e.g. *The Ocean Belle*, 18 F.Cas. 524(No.10,402) (D.C.S. D.N.Y.1872). The advantage to this arrangement is that it allows the searcher to locate old cases directly in the set without knowing their citations, or even dates.

**Restatements of Law**

The *Restatements of the Law* (located at the CIRCULATION DESK), adopted by the American Law Institute, are general statements of American law that have developed from judicial decision and statutory law. The Restatements are not authoritative, but are highly persuasive and often cited by courts.

The Restatements are arranged by subject and section number. Statements of general law are followed by comments and illustrations. The following subjects are included: agency, conflict of laws, contracts, foreign relations, judgments, property, restitution, security, torts and trusts.

1. There is a general subject index and an individual index for each subject.

2. Many of the Restatements have been updated by supplements or are in their second series (*Restatements 2d*). In addition, tentative drafts of proposed changes are available.

3. To find court decisions that have cited the Restatements, use Restatement in the Courts. This set digests cases by subject, and follows the Restatement section numbers and the higher numbers in some tentative drafts. The set is kept up to date by supplements. Case citations are also available for some of the subjects in appendices attached to the Restatements and in individual state annotations.

4. Cases used as authority for developing the Restatements are available in the appendices as “Reporter’s Notes.”

5. A citation to a section number higher than any that appears in a Restatement usually refers to a section number in one of the tentative drafts. The tentative drafts are not shelved with the Restatements, but are in a closed stack area.

6. Shepard’s Restatement Citations (near READING ROOM front door) includes references to all state and federal cases, ALR annotations and selected law reviews citing the Restatements.
Records and Briefs

(1) U.S. Supreme Court
(2) Michigan Supreme Court
(3) Others

The Law Library has records and briefs of the U.S. and Michigan Supreme Courts.

(1) U.S. Supreme Court. These are on microfilm, microcard and microfiche (most recent volumes) in the MICROFORM ROOM, Rm 312 off the READING ROOM. The library has U.S. Supreme Court records and briefs for 1832–1860 and 1938 to the present on microfilm and microcard by U.S. Reports citation through 418 U.S. (1974) and on microfiche by docket number (a numerical designation assigned to each case by the Court) beginning with the October, 1974 Supreme Court term. The microfiche can be copied on the Reader-Printer, but the microcards cannot be copied anywhere on campus. The State Law Library in Lansing has the U.S. Supreme Court records and briefs in the original pamphlet form back to 1832 (excepting 1860–1868) but they are often difficult to copy.

A private publisher, Law Reprints, issues paperback copies of Supreme Court records and briefs in five subject categories. The Library has the Criminal Law Series, 1970– ; the Labor Series, 1967– ; the Securities Regulation Series, 1976– ; the Tax Series, 1974– ; and the Trade Regulation Series, 1974– . The five sets are located among Selected Cases on LEVEL 2, ranges 11 and 12 in alphabetical order by the title of each series.

(2) Michigan Supreme Court. Current records and briefs are arranged by docket number. Older ones are arranged by Michigan Reports citation (17 Mich. to the present and selectively prior to 17 Mich.). All Michigan records and briefs must be requested at the CIRCULATION DESK.

(3) Others. For assistance in acquiring records and briefs of other appellate courts via Interlibrary Loan, see the librarian at the CIRCULATION DESK. As a last resort, the researcher might contact the court or attorneys directly.

Trial Transcripts and Other Trial Materials

This Library has very little in the way of records of trial proceedings. In particular, we have very few trial transcripts, due to their expense, overwhelming quantity, and relative lack of legal significance.

For important trials there are three types of materials which we do have in some abundance: (1) excerpts from the trial records, (2) analyses or second-hand accounts and (3) partial trial records appearing in records and briefs collections.

To identify trials for which the Library does have materials, either primary or secondary, consult the CARD CATALOG under the defendant’s name in the author-title side. For civil trials, the full, or sometimes popular, name of the case is the proper entry. For information on records and briefs see p. 00 supra.
C. OTHER PRIMARY LEGAL SOURCES

Presidential Documents, p. 34
Federal Administrative Regulations, p. 35
State Administrative Regulations, p. 36
State Administrative Agency Publications, p. 36
Attorney General Opinions, p. 38
Court Rules, p. 38
34/ Other Primary Legal Sources

Presidential Documents

(1) *Weekly Compilation of Presidential Documents and Public Papers of the President*

(2) *Congressional Record*

(3) *Federal Register and Code of Federal Regulations*

(4) *U.S. Code Service and U.S. Code, Congressional and Administrative News*

(5) Miscellaneous

Primary sources of Presidential documents are plentiful and quite up to date.

(1) The most comprehensive of these, beginning in 1965, is the *Weekly Compilation of Presidential Documents* (e.g. proclamations, executive orders, press releases, press conferences, messages to Congress, speeches), shelved on LEVEL 1, range 19 (call no.: US P92 C7). *Public Papers of the President*, also LEVEL 1, range 19 (US P92 P8) is the annual compilation of this, but certain items are omitted, such as some press releases.

(2) The *Congressional Record* prints all messages to Congress and statements on signing or vetoing a law (LEVEL 2, ranges 19 and 20).

(3) Presidential proclamations and executive orders, as well as some notices and statements, are printed in the *Federal Register* on LEVEL 1, range 16. These can be found accumulated in title 3 of the *Code of Federal Regulations* (alcove C—federal, off the READING ROOM). Proclamations only are found in *U.S. Statutes at Large* (alcove C).

(4) The advance sheets (paperback supplements) to the *U.S. Code Service* and *U.S. Code, Congressional and Administrative News* (both in READING ROOM, alcove C—federal) are unofficial sources for the full text of recent Presidential proclamations, executive orders, messages and other Presidential documents.

(5) Miscellaneous. Many Presidential documents are contained in the House or Senate document series and, as such, may be identified through the CIS Index to Publications of the U.S. Congress, 1970– (CIRCULATION DESK and GOVT. DOCS. ALCOVE). For pre-1970 dates, check the CARD CATALOG for individual items, then the Graduate Library. (See p. 22 supra for additional information about CIS.)

Secondary information on Presidential documents can be found in sources such as the *Congressional Quarterly Weekly Reports* (LEVEL 1, range 4; current issues in GOVT. DOCS. OFFICE and at CIRCULATION DESK), *National Journal* (LEVEL 1, range 7; last 2 years GOVT. DOCS. ALCOVE), and daily newspapers, e.g. *New York Times* (Rm 312; current issues in NEWSPAPER AREA, LEVEL 1; index in READING ROOM REFERENCE BAY).
Reorganization Plans as proposed are in the House or Senate documents series and in the *U.S. Code, Congressional and Administrative News*. If approved, they appear in the *Federal Register*, *U.S. Statutes at Large* and, to some extent, in the *U.S. Code*.

**Federal Administrative Regulations**

1. General comments
2. *Federal Register*
3. *Code of Federal Regulations*
4. Looseleaf Services
5. *U.S. Code Service* and *U.S. Code, Congressional and Administrative News*
6. Annotations

(1) **General comments.** Administrative regulations are rules of general application having the force of law, which are promulgated by government agencies, under authority delegated by the legislature (e.g. Congress), for the purpose of implementing legislation.

There are two primary sources of federal administrative regulations: they appear first in the *Federal Register* and then are compiled in the *Code of Federal Regulations*.

(2) **Federal Register (FR).** This publication appears daily, Monday through Friday, and contains (a) Presidential proclamations and executive orders, (b) rules and regulations of agencies, (c) proposed rules and regulations and (d) notices.

There are daily indexes which are cumulated monthly, quarterly and annually. The indexes are by catchword and agency names. A microfilm copy of FR, from its inception in 1936 to the past year, is in the MICROFORM ROOM (Rm 312 off the READING ROOM). Bound volumes from 1952 through 1967, and the current issues, are located on LEVEL 1, range 16, under the call no.: US F29.

(3) **Code of Federal Regulations (CFR).** This is an annual paperback compilation of all agency regulations in force, not just those adopted during the past year. The arrangement is usually, but not always, by the titles of the *U.S. Code*. The current CFR is in alcove C—federal, off the READING ROOM.

The CFR Index uses catchwords, general subjects and agency names as headings, but is very brief, and often not sufficiently detailed for use in finding specific provisions. Frequently, where the applicable statute is known, the annotations to *U.S. Code Annotated* or *U.S. Code Service* will satisfy this need by their designation of parallel CFR provisions (regulations issued pursuant to specific statutes). Parallel CFR citations to the *U.S. Code* also can be found in the Finding Aids volume of CFR. This volume has a number of other tables to assist the CFR user.
36/ Other Primary Legal Sources

The Cumulative List of CFR Sections Affected, shelved at the end of the CFR set in the READING ROOM, indicates changes in regulations since the last annual compilation of CFR. Each of the four cumulative pamphlets updates a different part of the Code. The pamphlets are updated by the List of CFR Sections Affected appearing in the monthly indexes to FR.

The CFR Index has the only complete table of contents for the entire CFR set.

(4) **Looseleaf Services**, which compile material on particular aspects of law, are often convenient sources for federal regulations. See pp. 42 to 53 infra for information on these publications and for a subject listing of the services in our Library.

(5) The advance sheets (paperback supplements) to the *U.S. Code Service* and *U.S. Code, Congressional and Administrative News* (both in READING ROOM, alcove C—federal) contain the text of selected current regulations for the major federal agencies.

(6) **Annotations**. There is no comprehensive system providing case annotations to CFR comparable to the *U.S.C.A.* or *U.S.C.S.* for the *U.S. Code*—other than LEXIS (computerized legal research, see p. 54 infra). A few sections of the CFR deemed of overriding importance by the West editors are reprinted and annotated in the *U.S.C.A.* Shepard's does not provide coverage of CFR in its citators.

**State Administrative Regulations**

Not all states publish their agency regulations in any systematic, let alone compiled, arrangement. (Illinois is an important example of one which does not.) Compiled sets which the Library has are listed below. Some are in looseleaf form, e.g. California, New York; others, in the somewhat less convenient form of bound volumes with supplements, e.g. Michigan. They are found with the state materials in alcoves A and B off the READING ROOM.

THE LIBRARY DOES NOT COLLECT STATE REGULATIONS WHICH ARE ISSUED SEPARATELY BY AGENCY OR THROUGH ANY OTHER PIECEMEAL PROCESS. (See the next section for information on contacting individual state agencies.)

As of June, 1976, the Library contains compiled regulations for the following states: California, Michigan, New York, Ohio, Pennsylvania and South Carolina (in vols. 23–26 of *Code of Laws of South Carolina 1976*).

For certain subjects, **looseleaf services** contain very complete collections of state administrative regulations. See pp. 42 to 53 infra for a list of the subjects.

**State Administrative Agency Publications**

(1) Identifying publications
(2) Michigan publications
(3) Addresses of other states’ agencies
The Law Library has very little material issued by state administrative or executive agencies or departments, other than for Michigan. We do attempt to acquire material on law reform and other special studies which are deemed relevant to this school's concerns. The Library does not acquire the decisions or orders (i.e., quasi-judicial determinations on individual cases) of state agencies other than for Michigan. We do have compiled administrative regulations for some states—see the preceding section.

(1) There are two approaches to determining what we have and where it is located: look in (a) the subject part of the CARD CATALOG under the relevant subject and state, e.g.

Workmen's Compensation—Nebraska

and (b) the author-title part of the CARD CATALOG, under the name of the state and name of the agency, e.g.

Nebraska. Workmen's Compensation Board.

(2) For Michigan, we have the decisions or orders (albeit incomplete) of several regulatory bodies, and the annual reports of many agencies and departments. The Library also has far more in the way of special studies, reports, statistical compilations, etc. for Michigan than for the other states. A listing of the Michigan agencies (present or past) for which the Library has the decisions or opinions is provided below. Nearly all are in the open stacks on LEVEL 2, ranges 9 and 10, designated by an MC call number; a few are on LEVEL 10 (closed stack area) in the Public Utility or Workmen's Compensation collections, designated by PU or WC call numbers; and one is at the CIRCULATION DESK, designated by the call number DESK-Public Utilities.

Corporation Tax Appeal Board (1922–1958) MC 55 C82d 1959
Employment Relations Commission (Current) MC 55 E549f
Employment Security Appeal Board (Current) MC 55 E56d
Employment Security Commission (Current) MC 55 E57d
Public Service Commission (Current) DESK-Public Utilities (older material—PU Mich.)
State Board of Tax Appeals (1941–1972) MC 55 T283o
State Civil Service Commission (Current) MC 55 C59dh
Tax Tribunal (Current) MC 55 T285o
Workmen's Compensation Appeal Board (Current) WC Mich.

(3) Current addresses of agencies for all 50 states, arranged both by state and by subject, can be found in the National Directory of State Agencies in the READING ROOM REFERENCE BAY.
38/ Other Primary Legal Sources

Attorney General Opinions

(1) General comments
(2) Federal
(3) Michigan
(4) Other states

(1) General comments. Attorneys General for the federal and state governments render legal advice to executive agencies upon request. The resultant opinions are binding upon the agencies and useful to others as persuasive evidence of the law. As in the case of court decisions, however, not all attorney general opinions are reported (published).

(2) Federal. The Annual Report of the Attorney General of the United States and the Opinions of the Attorney General are in alcove C, off the READING ROOM. A broad subject Digest of Opinions covers the years 1789 to 1921.

(3) Michigan. Michigan Attorney General opinions and reports are in the Biennial Report of the Attorney General, located at the end of the Michigan materials in the READING ROOM. A second copy is at the CIRCULATION DESK. Subject indexes to the opinions cover the years 1933 to 1960. Mimeograph advance sheets of the opinions are in the GOVT. DOCS. OFFICE on LEVEL 1 (Rm 115). There are quarterly subject indexes to the advance sheets.

(4) Other states. Reports and opinions for the Attorneys General of other states are contained in annual or biennial volumes. The opinions are often in volumes entitled "Reports of the Attorney General." Fairly current volumes are available for about two-thirds of the states. They are located at the end of each state's materials in alcoves A and B, off the READING ROOM. In addition, a digest of selected current opinions of state attorneys general is available in the National Association of Attorneys General Newsletter and Digest in English Periodicals on LEVEL 1, range 8. Attorney general opinions are also noted in the annotated statutes for many states.

Court Rules

(1) Federal court rules
(2) Court decisions construing federal rules
(3) Michigan court rules
(4) Other state court rules

Court rules are rules promulgated by the courts on the subject of court procedure. The term "court rules" is sometimes used to refer to rules of procedure or rules of practice (civil, criminal, appellate). They have the force of law, but should not be confused with codes of procedure, which are legislative enactments. (Note, however, that some state legislatures have incorporated the court promulgations into their codes.) Court rules have
three kinds of applicability: (1) general, (2) to one type of court (e.g. rules for probate courts), or (3) to one particular court (e.g. rules of the U.S. District Court—Eastern District of Michigan).

(1) Federal court rules.

(a) *Bender’s Federal Practice Manual*: rules of procedure and evidence, the U.S. Supreme Court, Courts of Appeals, and special courts, and committee notes (located at CIRCULATION DESK).

(b) *Callaghan. Local Court Rules*: individual federal district court and court of appeal rules. (CIRCULATION DESK—U.S. District Courts.)

(c) *U.S. Code Annotated*: rules of criminal procedure at the end of title 18. Rules of appellate procedure, civil procedure, U.S. Supreme Court, courts of appeals, special courts, rules of evidence at the end of title 28. Includes committee notes and annotations to attorney general opinions and cases (alcove C—federal, off READING ROOM).

(d) *U.S. Code Service*: rules of civil, criminal and appellate procedure, Supreme Court, courts of appeals, and special courts contained in special rules volumes. Includes committee notes, case and attorney general annotations (alcove C).

(e) *Digest of United States Supreme Court Reports, Lawyers’ Edition*: rules of procedure and evidence, the U.S. Supreme Court, Courts of Appeals, and special courts, and committee notes contained in rules volumes at end of set.


(2) Court decisions construing federal rules.

(a) *Callaghan. Federal Rules Service*: reprints all federal cases construing court rules (call no.: F293 R6). A subject classification of the reprinted cases is located in the digest volumes of F.R.S. (F293 R5).


(c) *Shepard’s United States Citations: Statutes*: identifies cases citing federal court rules (near front door).

(3) Michigan court rules.

(a) *West. Michigan Court Rules*: general court rules, rules of special courts and local federal courts (CIRCULATION DESK and READING ROOM—Michigan materials).

(b) *I.C.L.E. Court Rules of Michigan*: general court rules, rules of special courts (CIRCULATION DESK).
40/ Other Primary Legal Sources


(d) Recent court rules in *West's Michigan Legislative Service* (advance sheets to *Michigan Compiled Laws Annotated*) and *North Western Reporter* 2d advance sheets (READING ROOM).


(4) Other state court rules.

The Library has court rules for most of the states in one or more of the following sources:

(a) Individual court rules volumes (e.g. *Alabama Rules of Court*).

(b) State practice and procedure sets (e.g. *Jacoby's Ohio Civil Practice*).

(c) Separate rules volumes in the annotated codes (e.g. volumes 16, 17 and 17A of *Arizona Revised Statutes*).

(d) Appendices and supplements in the annotated codes (e.g. 4A *New Hampshire Revised Statutes Annotated* c. 490 Appendix; 3A *Arkansas Statutes Annotated* supplement).

(e) The official reports and the *National Reporter System* (regional reporters) advance sheets.

(f) State court rules generally are located in the READING ROOM with other state materials. For other locations, use the subject part of the CARD CATALOG under the headings: Court Rules, Procedure, Civil Procedure, Criminal Procedure and Appellate Procedure.
D. SPECIAL RESEARCH AIDS FOR PRIMARY LEGAL SOURCES

Looseleaf Services, p. 42
Computerized Legal Research: LEXIS, p. 54
United States Law Week, p. 54
Looseleaf Services

(1) General comments
(2) Tips on the use of looseleaf services
(3) A subject index to American services in the Library

(1) General comments. Looseleaf services (sometimes called topical reporters) are up-to-date compilations of statutes, regulations, cases (or at least references thereto), administrative regulations and decisions, editorial explanations and commentary, etc. on a particular subject (e.g. taxation, labor law, environmental law). The content of most sets is both very comprehensive and current.

(2) Tips on the use of looseleaf services.

(a) Some services are organized by section numbers of a particular statute or code. For instance, CCH Standard Federal Tax Reporter and PH Federal Taxes follow the order of the Internal Revenue Code. Other services arrange their material by subject, especially when several statutes are involved, e.g. CCH Trade Regulation Reporter and BNA Environment Reporter. Thus, with the first type, when the pertinent provisions of a statute are known, topical index searching can often be avoided, but with the second kind (arrangement by subject), the indexes nearly always need to be consulted.

(b) Number references in almost all the Prentice-Hall and Commerce Clearing House looseleaf services’ indexes, finding aids and citators are to paragraph numbers indicated at the bottom of each page, NOT TO PAGE NUMBERS indicated at the top. Sometimes paragraph numbers cited in the lists will refer, not to locations within the services themselves, but to past cases or administrative decisions found in bound volumes or “transfer binders” (paperback compilations of pages extracted from the services) shelved near the services.

(c) Most services have more than one alphabetical subject index or table of cases (a few have as many as four). In some instances the indexes or tables are split between the first and last volume in a set. Caution should be exercised that all indexes or tables are searched.

(d) In most services (e.g. Standard Federal Tax Reporter) all material found in the “current developments” or “new matters” sections is not necessarily contained, or even referred to, in the main part of the set. Always consult the new materials section of the service (usually in the last volume and usually listed in order by the paragraph numbers used in the main part of the set) to be certain you are aware of the latest developments.

(3) A subject index to American looseleaf services in this Library.

Most items on this list can be found in the LOOSELEAF BAY of the READING ROOM, west end (or Rm 313 immediately off the BAY). The call number “Looseleaf Services” indicates that location.

An asterisk (*) indicates a set that is perhaps more in the nature of a periodical than a looseleaf service.
A dagger (†) indicates a set that is perhaps more in the nature of a series of law reports than a looseleaf service.

A degree symbol (°) indicates that the Business Administration Library also has the publication.

“H” indicates the Law Review Library in Hutchins Hall.

Looseleaf treatises by an individual author or authors are not included here, but some are listed infra, pp. 58 to 72.

Appended to this index is a list of those looseleaf services in the Business Administration Library which are not in the Law Library but are likely to be of interest to our users.

BNA refers to the Bureau of National Affairs, CCH to the Commerce Clearing House and PH to Prentice-Hall.

Abortion

Looseleaf Services

Abortion

(Rm 313)

Abortion Law Reporter. Antioch School of Law. 2v.

Accounting

Looseleaf Services

Accounting

(Rm 313)

American Institute of Certified Public Accountants. AICPA Professional Standards. CCH. 4v.

Administrative Law

Looseleaf Services

Adm.Law

(Rm 313)

Pike and Fischer. Administrative Law. 4v.

(accompanied by bound digest and court decision volumes)

American Indians

Looseleaf Services

Indians

(Rm 313)

Indian Law Reporter. 1v.

Antitrust and Trade Regulation

Eng.Per. Services

Antitrust and Trade Regulation Report.

(Rm 313)

(Periodical)

CCH. Trade Regulation Reporter. 5v.

(accompanied by bound court decisions)

Additional copy in H

Atomic Energy

Looseleaf Services

Atomic Energy

CCH. Nuclear Regulation Reporter. 2v.
44/ Special Research Aids

Aviation Law
   Looseleaf Services CCH. Aviation Law Reporter. 4v. (accompanied by bound court decisions)
   Aviation

Bankruptcy
   Looseleaf Services CCH. Bankruptcy Law Reporter. 2v. (accompanied by court decisions in transfer
   Bankruptcy binders)
   Looseleaf Services †Corporation Reorganization Reporter, Inc.
   Bankruptcy (Rm 313)
   (accompanied by transfer binders)

Banks and Banking
   Looseleaf Services CCH. Federal Banking Law Reporter. 6v.
   Banking

Colleges and Universities
   Looseleaf Services CCH. College and University Reporter. 2v.
   College & University

Commercial Law
   Credit 2v. (accompanied by 8v. digest set and bound court decisions)
   Looseleaf Services CCH. Consumer Credit Guide. 5v.
   Consumer Credit
   Looseleaf Services CCH. Secured Transactions Guide. 4v.
   Securities (Rm 313)

Common Market
   Intl. Docs. Services CCH. Common Market Reporter. 3v. (accompanied by transfer binders)
   Office (Rm 831)

Computers
   Looseleaf Services Computer Law Service. Callaghan. 5v.
   Computers (accompanied by bound court decisions)
### Congress

Govt. Docs. Off.

**Constitution**

DESK


### Consumer Protection

- **Looseleaf Services**
  - **Consumer Credit**
    - CCH. *Consumer Credit Guide*. 5v.
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### Corporations

- **Looseleaf Services**
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    - CCH. *Capital Changes Reporter*. 6v.
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### Criminal Law and Procedure

- **Looseleaf Services**
  - **Crim.** (Rm 313)
    - *BNA. Criminal Law Reporter*. 1v. annually
  - *NEDRUD. The Criminal Law*. 1v. annually
  - *Police Law Reporter*. International Assoc. of Chiefs of Police. 1v. annually
### Election Law

**Looseleaf Services Elections**

### Energy

**US Energy Services**

**US Energy Services Oil-Gas**
- *CCH. Energy Management.* 5v.
  (accompanied by FEA decisions in transfer binders)

**Looseleaf Services Oil**
- *PH. Federal Taxes: Oil and Gas.* 1v.

**Looseleaf Services Oil-Gas**
- Southwestern Legal Foundation. *Oil and Gas Reporter.*
  *Bender. multiple vols.*

### Environmental Law

**Looseleaf Services Environment (Rm 313)**
  (accompanied by bound court decisions)

**Looseleaf Services Environment**
- *CCH. Pollution Control Guide.* 6v.
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**Looseleaf Services Environment (Rm 313)**

### Estate Planning

**Looseleaf Services Wills (Rm 313)**

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Family Law
Looseleaf BNA. *Family Law Reporter*. 2v.
Services
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Government Contracts
Looseleaf CCH. *Contract Appeals Decisions*. 1v.
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Human Reproduction
Looseleaf Legal Medical Studies, Inc. *Reporter on Human
Services Reproduction and the Law*. 1v. semi-annually
Human
Reprod.
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Labor Law
Looseleaf °BNA. *Affirmative Action Compliance Manual for
Services Federal Contractors*. 2v.
Labor
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Looseleaf °BNA. *Collective Bargaining Negotiations and
Services Contracts*. 2v.
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Current Development vols.

Looseleaf °BNA. *Labor Relations Reporter*. 13v.
Services Fair Employment Practices
Labor Labor Arbitration
Labor Relations
Wage and Hour
*(accompanied by bound arbitration reports, labor
relations reports and fair employment cases)*

Looseleaf CCH. *EEOC Compliance Manual*. 1v.
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Services Additional copy in H.
Labor *(accompanied by bound EEOC and court
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48/Special Research Aids

Looseleaf Services Labor
CCH. Employment Safety and Health Guide. 3v.
(accompanied by OSAHRC decisions)

Looseleaf Services Labor
†CCH. Labor Arbitration Awards. 1v.
(accompanied by bound arbitration award vols.)

Looseleaf Services Labor
CCH. Labor Law Reporter. 11v.
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Union Contracts—Arbitration
Wages and Hours
(accompanied by bound NLRB and court
decisions) Additional copy in H.

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CCH. Payroll Management Guide. 2v.

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Land Development
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Land Development Institute. Land Development Law
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Military Law
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Pensions
Looseleaf Services Pensions

CCH. *Pension Plan Guide.* 5v.

Poverty Law
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CCH. *Poverty Law Reporter.* 2v.

Product Safety and Liability
Looseleaf Services Products (Rm 313)

BNA. *Product Safety and Liability Reporter.* 3v.


CCH. *Products Liability Reporter.* 2v. (accompanied by court decisions in transfer binders)

Public Utilities
US P88 F2fe 1974 (Level 1)


CCH. *Utilities Law Reporter.* 3v. (accompanied by federal court decisions in transfer binders)

Securities
Eng. Per. (Level 1)

*BNA. Securities Regulation and Law Report.* (Periodical)

50/ Special Research Aids

Looseleaf Services
Blue Sky

CCH. Blue Sky Law Reporter. 4v.
(accompanied by court decisions in transfer binders)

Looseleaf Services
Securities
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CCH. Federal Securities Law Reporter. 6v.
(accompanied by court decisions in transfer binders)

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CCH. NASD (National Association of Securities Dealers) Guide. 1v.

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CCH. New York Stock Exchange Guide. 3v.

Looseleaf Services
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CCH. Stock Transfer Guide. 3v.

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Social Welfare and Insurance

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1 All tax services with a call number of "Looseleaf Services" only, with no subheading, are at the far west end of the READING ROOM.
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Trusts and Estates
Looseleaf PH. Estate Planning: Wills and Trusts. 5v.
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U.S. Law General
RR BNA. The United States Law Week. 2v. annually
(near Circ.
Desk)

U.S. Supreme Court
RR BNA. The United States Law Week. 2v. annually
(near Circ.
Desk)

Urban Law
Looseleaf CCH. Urban Affairs Reporter. 3v.
Services Urban
(Rm 313)

Workmen’s Compensation
Looseleaf CCH. Workmen’s Compensation Law Reporter. 2v.
Services
Workmen’s
Compensation
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APPENDIX

Looseleaf services in the Business Administration
Library—not found in the Law Library

*BNA. Construction Labor Report.
*BNA. Daily Tax Report.
BNA. EEOC Compliance Manual. 1v.
*BNA. International Trade Reporters; U.S. Export Weekly.
*BNA. Pension Reporter.
*BNA. White Collar Report.
Business International Corporation. Investing, Licensing & Trading
Conditions Abroad.
CCH. Accountancy Law Reporter. 2v.
CCH. Accounting Articles.
CCH. Cost Accounting Standards Guide. 1v.
Computerized Legal Research: LEXIS

The newest development in legal research is computer-assisted search and retrieval of laws. The Law School subscribes to one of the two full-text systems in general operation: LEXIS. The developers of this system intend eventually for the data bases to contain all federal and state cases and statutes as well as much administrative and secondary material. At the present time the cases and statutes of many states and the federal system over the last several years are included, as are large collections of accounting, tax and securities materials. Within its limitations LEXIS can provide a quick and thorough means for researching the law and can even accomplish certain tasks which are virtually impossible under manual systems, e.g. find cases citing CFR sections and identify decisions by a particular judge.

LEXIS is available only for bona fide University of Michigan Law School uses. Training is provided either through the case clubs or by signing up for training sessions outside the LEXIS office, Rm 310 off the READING ROOM. The LEXIS Primer, on reserve at the CIRCULATION DESK, should be read before attending a training session. Student consultants are also available during certain hours to answer questions concerning the use and functioning of LEXIS. The system is in operation all hours the Library is open—except for 2:00-5:00 p.m. on week days. For further information go to Rm 729 or call 764-3204. The Assistant Dean for Writing and Advocacy has overall responsibility for LEXIS (763-1030).

United States Law Week

(1) Supreme Court section
(2) General section

Nearly everyone is aware that the United States Law Week (located near the CIRCULATION DESK) is the Law Library's first source of U.S. Supreme
Court opinions. Many, however, may be less informed about its other useful features. The annual volume of *Law Week*, covering one term of the Court (October through June) or July 1 through June 30 for other matters, is divided into two parts, “General” and “Supreme Court,” each having its own looseleaf binder.

(1) **Supreme Court section.** Aside from the current opinions, this section includes a large portion devoted to the proceedings of the Supreme Court. Each weekly issue indicates any action taken with regard to every case, e.g. cases docketed (with a summary of the opinion of the lower court), petitions filed, certiorari denied or accepted, calendar of hearings scheduled, summaries of oral arguments in selected cases. Also, there are excellent indices by docket number, name, subject, statute, etc.

(2) **General section.** This volume is divided into three parts. The *Statute* section includes the complete text of a few major federal statutes (no state statutes) enacted during the year (July 1 to June 30). The *Summary and Analysis of Current Legal Developments* section provides four pages of news on court decisions (federal and state) and federal agency rulings. The final part, *New Court Decisions—Federal Agency Rulings*, provides synopses of significant state and federal court or federal agency opinions, with frequent verbatim excerpts from the texts. An index by subject and case name follows the section.
E. RESEARCHING SECONDARY SOURCES

Multivolume Treatise Sets, p. 58
Law Review Indexes, p. 73
Multivolume Treatise Sets

(1) Card catalog

(2) Single volume treatises, hornbooks, textbooks, nutshells, practice books, etc.

(3) Subject list of selected multivolume treatises

(4) Other bibliographic sources

(1) **Card catalog.** The Library's CARD CATALOG is the primary source for information on legal treatises, textbooks or commentaries. The relevant titles usually can be identified by looking up the subject heading followed by the country or state (e.g. Wills—U.S.) in the subject part of the catalog.

(2) **Single volume treatises, hornbooks, textbooks, nutshells, practice books, etc.** The Library publishes an annual subject bibliography of current legal treatises and other topical materials entitled **Secondary Legal Sources.** Copies of this are available free in Rm 362.

(3) **Subject list of selected multivolume treatises.** The following bibliography extracts the multivolume treatise sets from the **Secondary Legal Sources** publication mentioned above. Many of these sets provide an extremely detailed, encyclopedic treatment of the law in a particular field.

(DESK refers to the Circulation Desk in the READING ROOM; CURRENT indicates that the publication has supplement or other upkeep provision through at least the end of 1975)

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<td>Clark Boardman, 1963. 2v.</td>
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Business Enterprises

068
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B9795  Glickman. *Franchising.* Bender, 1969. 2v. (v. 15 series of Business Organizations) CURRENT
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See also Corporations; Partnerships

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W4348t  Weithorn. *Tax Techniques for Foundations and Other Exempt Organizations.* Bender, 1964. 6v. CURRENT
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Civil Procedure—Michigan


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1976

1963

Coogan. *Secured Transactions under the Uniform Commercial Code.* 3v. (v. 1 series) CURRENT
Hart. *Commercial Paper under the Uniform Commercial Code.* 1v. (v. 2) CURRENT
Duesenberg. *Sales and Bulk Transfers under the Uniform Commercial Code.* 2v. (v. 3 series) CURRENT
Hart. *Uniform Commercial Code Reporter—Digest.* 6v. (v. 6 series) CURRENT
      (Forms and index vols. make up remainder of set)
Multivolume Treatise Sets/61

1973 CURRENT

Common Market
JX9 Encyclopedia of European Community Law. Sweet
E56
1973

Conflict of Laws
DESK American Law Institute. Restatement of the Law,
JX3 Second: Conflict of Laws 2d. ALI, 1971. 3v.
E3265p
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Constitutional Law
A6288m Antieu. Modern Constitutional Law. Lawyers Co-op,
1969 1969. 2v. CURRENT
S9783c Swindler. Court and the Constitution in the 20th
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Contracts
DESK American Law Institute. Restatement of the Law of
C791c Contracts. ALI, 1982. 2v.
1950
F9102l Friedman. Friedman on Leases. PLI, 1974. 2v.
1974
M11894g McBride. Government Contracts: Law, Administration
1963 and Procedures. Bender, 1963. 11v. CURRENT
1957 16v. CURRENT

Copyright—See Patents, Trademarks and Copyright

Corporations
B9795 Eaton. Professional Corporations and Associations.
068 Bender, 1970. 5v. (v. 17 series of Business
1963 Organizations) CURRENT
DESK Fletcher. Cyclopedia of the Law of Private
Corporations. Callaghan, 1959—72. 26v. CURRENT
B9795 Fox. Corporate Acquisitions and Mergers. Bender,
068 1968. 3v. (v. 13 series of Business Organizations)
1963 CURRENT
62/ Researching Secondary Sources


Criminal Law and Procedure—See also Practice and Procedure

A5495w Anderson. Wharton’s Criminal Law and Procedure. 1957 Lawyers Co-op, 1957. 5v. CURRENT


D313 Criminal Defense Techniques. Bender, 1969. 5v. CURRENT


P95886 Prisoners’ Rights. PLI, 1972. 2v.

R571 1972


DESK Wright. Federal Practice and Procedure. West, 1969—. (v. 1–3 of 18 vol. set) CURRENT

Damages


Entertainment Law


Environmental Law


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### Natural Resources

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Patents, Trademarks and Copyright

23  2v. CURRENT

B355w 1969

1967  CURRENT

068  2v. (v. 14 series of *Business Organizations*)
1963  CURRENT

W177p 1964

D356p 1971

L153p 1975

L415  *The Law and Business of Licensing*. Clark Boardman, 1975. 2v. CURRENT

L745e  1963


B9795  1963

N7125c  1963

Pensions

068  3v. (v. 19 series of *Business Organizations*)

1963

Practice and Procedure


1951


DESK

68/ Researching Secondary Sources

**DESK**


*Wright. Federal Practice and Procedure*. West, 1969-. 18v. CURRENT

**Product Safety and Liability**

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**Public Utilities**

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(Forms make up remainder of set)
70/ Researching Secondary Sources

### Statutory Construction

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**Trademarks**—See Patents, Trademarks and Copyright

**Trial Practice**

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72/ Researching Secondary Sources


N897t Nossaman. *Trust Administration and Taxation*. 2d ed. Bender, 1956. 3v. CURRENT


U.S. Supreme Court


Workmen’s Compensation


WORKMEN’S COMPE­

SATION


Zoning


(3) Other bibliographic sources. Other useful bibliographies with subject breakdowns:

Law Books Recommended for Libraries, 10 vols. (RR REFERENCE BAY—northeast corner)

Law Books in Print, 4 vols., 1976 (Rms 362 and 371)
Law Review Indexes

(1) Current Index to Legal Periodicals
(2) Index to Periodical Articles Related to Law
(3) Annotated statute sets
(4) Shepard's Citations
(5) Harvard bibliographies
(6) Foreign periodical indexes

Anyone with the least experience in legal research should be familiar with the Index to Legal Periodicals (REFERENCE BAY, east end of the READING ROOM), but many users are unaware of the other services for locating articles on law.

(1) Since the Index to Legal Periodicals is usually a few months behind in its entries, a weekly mimeographed service from the University of Washington entitled Current Index to Legal Periodicals (RR REFERENCE BAY) can be used to obtain more recent articles from law reviews.

(2) One of the more valuable services is the Index to Periodical Articles Related to Law (RR REFERENCE BAY), which includes selected articles from non-law publications. Most, but not all, articles are in the social sciences.

(3) If a particular statute or statutes are involved, annotated statute sets usually provide citations to relevant law review articles. Periodical articles are also cited under the appropriate key numbers in some of the state digests. Where the scope of inquiry is rather narrow, these state sources will often obviate the time-consuming process of searching long lists of articles under the broad subject headings used in the Index to Legal Periodicals.

(4) Citations to selected law reviews are listed under each cited case or statute in the various Shepard's Citations.

(5) The Annual Legal Bibliography, 1961– of the Harvard Law Library (RR REFERENCE BAY), supplemented monthly by the Current Legal Bibliography, contains a subject list of selected treatises and periodical articles received by that library on American and foreign law.

(6) Over 350 foreign legal periodicals (most in foreign languages) and several collections of essays are indexed in the Index to Foreign Legal Periodicals (RR REFERENCE BAY). In addition, many legal journals for English-speaking foreign countries are included in the Index to Legal Periodicals. There is also an Index to Canadian Legal Periodical Literature in the RR REFERENCE BAY.

(7) For a list of other periodical indexes, see p. 101 infra.
F. TREATIES AND INTERNATIONAL ORGANIZATIONS

Treaties and Other International Agreements, p. 76
International Organizations Collection, p. 78
United Nations Documents, p. 80
Treaties and Other International Agreements

(1) United States.


Annual index, by country and subject. Indexes to various U.S. and U.N. treaty sets and to other sources of treaties. (JX8 9 U58.1 U5; additional current copy at CIRCULATION DESK).

(b) U.S. Treaties, etc. Bevans, Charles I. Treaties and Other International Agreements of the U.S.A., 1776–1949 (cited Bevans).

Supersedes all prior sets of U.S. treaties. Multilateral treaties arranged chronologically; bilateral treaties arranged alphabetically by country. Each volume has a brief subject index. (READING ROOM; 2d copy: JX8 9 U58.3 1968)

(c) U.S. Treaties and Other International Agreements, 1950– . (cited U.S.T.)

Annual volumes indexed by subject and country. (READING ROOM; 2d copy: JX8 9 U58.3 A). Also, years 1950–1970 indexed by subject, country, chronologically and numerically in U.S.T. Cumulative Index (READING ROOM).


(e) U.S. Dept. of State. Press (previously For the Press).

Press releases: usually the first place to find the text of selected new treaties. Also gives background information and policy statements. (JX2 U58 D4p F69). Press releases issued during week covered by the Dept. of State Bulletin (see below) are listed inside the back cover of the Bulletin.


(g) U.S. Treaties, etc. C.C.H. Tax Treaties.

Full text of treaties covering income and estate taxes. Includes case annotations, regulations, new developments. (READING ROOM, LOOSELEAF BAY, west end).

(h) Legislative history of treaties. For treaties which require “approval” of the Senate before “ratification” by the President:

1. Senate Executive Documents. Have alphabetical designation. Contain remarks of the President to the Senate and first released official text of agreement to be considered. (CIS Index to Congressional Publications, see p. 22 supra.)

2. Senate Executive Reports. Numbered in a special series which carries the Congress number as first element. Contain committee comments and recommendations to whole Senate. (CIS Index to Congressional Publications, see p. 22 supra.)

3. For the status of treaties which have been referred to the Senate, see the CCH Congressional Index (GOVT. DOCS. OFFICE).

(i) Shepardizing U.S. treaties.

1. For treaties through 1949, Shepardize the U.S. Statutes at Large citation of the treaty in Shepard’s U.S. Citations: Statutes.

2. For treaties since 1950, Shepardize the U.S.T. citation of the treaty in Shepard’s U.S. Citations: Statutes.

3. The state Shepard’s volumes also have sections providing state citations to U.S.T. and Stat.

(2) Foreign countries.


1. League of Nations Treaty Series. (L.N.T.S.)

Treaties of the member countries, arranged chronologically, printed in English, French and the original languages. Indexed chronologically and alphabetically by subject and country. (JX9 LN 4 V.1)


Treaties of the member countries, arranged chronologically, printed in English, French and the original languages (approximately a three-year
time lag in obtaining treaties). Some L.N.T.S. treaties are reprinted in U.N.T.S. Indexed chronologically and alphabetically by subject and country. (Index is about seven years out of date.) Also indexes L.N.T.S. treaties. (JX9 UN.8 V.1)


Updates current information given in Multilateral Treaties, but is not an index. Does not give texts of treaties. (JX9 UN.8 I U582)

(b) International organizations.

1. European Treaty Series. (Council of Europe).

General, multilateral European treaties; in English and French. (JX9 CE.1 E89t)


All E.E.C. treaties dealing with the establishment and operation of the E.E.C.; in English, French and German. Includes annotations, explanatory material, subject index. (INTL. DOCS. OFFICE, Rm 831)

(c) Individual foreign countries.


Indexed chronologically and alphabetically by subject and country. (JX8 9 G5.1 1970)


Treaties from 1937. Indexed through 1970. (JX8 9 G5.3)

3. Other countries:

The collection includes treaty sets of all major and many minor countries. The text of the treaties in these sets is often in English, as well as in the original languages. Check the CARD CATALOG under the entries listed previously.

International Organizations Collection

The JX9 or International Organizations Collection, located on LEVEL 8 (closed stack), contains documents and publications of and about some 200 international organizations, both governmental (e.g. United Nations,* European Economic Community) and non-governmental (e.g. International Law

* For detailed information on United Nations documents, see the next section, pp. 80 to 82.
Association, Unión Internacional del Notariado Latino). The material in the collection is classified according to a unique scheme, which is basically an alphabetical arrangement of international organizations, utilizing the commonly designated acronyms (initials) for the organization’s name. The English acronyms are used whenever possible, unless the official entry for the organization is French or Spanish.

e.g.  

JX9 EEC = European Economic Community

JX9 NATO = North Atlantic Treaty Organization

JX9 UINL = Unión Internacional del Notariado Latino

There is one important exception to the strictly alphabetical arrangement of international organizations: organizations which may be known in their own right, such as the specialized agencies of the United Nations (International Civil Aviation Organization, International Labor Office) or Pan American Union (the former Secretariat of the Organization of American States) are nevertheless classed with the parent organization.

e.g.  

JX9 OAS.8 = Pan American Union NOT JX9 PAU

JX9 UN.93 = International Labor Office NOT JX9 ILO

The material for each organization is divided into three basic groups and placed on the shelf in the following order:

1. Official publications—all publications issued by the organization regardless of the author entry are considered “official publications.”

2. Non-official publications—material for which the organization is the author entry, but not the issuing or publishing agency.

3. Material about the organization—all the secondary source material is found in this group.

A special section for bibliography is located at the beginning of each organization for which there is sufficient material to warrant the establishment of such a section.

There is a card catalog for the JX9 collection at the south end of LEVEL 8. This is an author, title and subject index which is not duplicated in the CARD CATALOG on LEVEL 5. Further assistance in the use of the collection may be obtained from the International Organizations Librarian in Room 831.
United Nations Documents

(1) Types of documents
(2) Basic tools and guides

(1) Types of documents. There are three types of United Nations documents:

(a) Mimeographed documents
(b) Official Records
(c) Sales publications

Each category duplicates to a certain extent the material in the other two categories, but each contains material not found in the other categories.

(a) Mimeographed documents represent the most basic and comprehensive source of current information on the activities of the United Nations. They include provisional records of meetings, minor documents of ephemeral value or interest, as well as most published materials. Many are later reproduced in final form in the Official Records or as a sales publication, but the vast majority will be found only as mimeographed documents. The Law Library has been subscribing to the mimeographed documents since 1956. Current documents are received by the Library within a month of their publication, and are filed by their document series symbol and number in vertical files in Room 833. Each year in June the previous year’s mimeographed documents are bound together in their document series symbol and numerical order, and shelved next to the Official Records of the issuing body (e.g. General Assembly mimeographed documents—JX9 UN.29; Economic & Social Council mimeographed documents—JX9 UN.59; Security Council mimeographed documents—JX9 UN.69).

(b) Official Records consist mainly of the records of plenary meetings of the main organs, papers submitted to and discussed by these organs, and resultant reports and resolutions. The advantages of the Official Records are that (a) they are in final form—all corrections and additions have been made, and (b) they contain only the important documents (this is not advantageous for in-depth research). The main disadvantage of the Official Records is the slowness with which they are published. (General Assembly meeting records are currently four years behind!). The Law Library binds the Official Records by sessions and they will be found on the shelves as follows: General Assembly Official Records—JX9 UN.2; Economic & Social Council Official Records—JX9 UN.5; and Security Council Official Records—JX9 UN.6.

(c) Sales publications, the third type of U.N. document, include studies and reports produced by the Secretariat and other organs of the United Nations, covering various subjects of general interest to the public. For the convenience of purchasers, the United Nations has established a series of numbered subject categories for its publications other than periodicals, the Treaty Series* and the various Official Records. There are currently 17

* See p. 77 supra, for information on the Treaty Series.
subject categories of U.N. publications to which the Law Library maintains an overall subscription. For instance, sales category V—International Law is found in the Library under JX9 UN.8 V, and sales category XI—Narcotic Drugs under JX9 UN.8 XI.

(2) Basic tools and guides.


This index is an alphabetical-numerical listing of all the basic series symbols of the main organizations of the United Nations and of their subsidiary organizations up to 1970.

This list is most useful as a starting point for research when the researcher has no idea when and by whom the subject was discussed in the U.N.


Issued in 2 volumes annually since 1949, this publication contains the summary records of the sessions of the International Law Commission in vol. 1 (A/CN.4), and documents relating to the subjects discussed, including the report to the General Assembly, in vol. 2.

(c) United Nations. Dag Hammarskjold Library. Index to Proceedings of the...

1. General Assembly. 5th-sess. (JX9 UN.2 Sess.)
2. Economic and Social Council. (JX9 UN.5 Sess.)
3. Security Council. (JX9 UN.6 Yr.)
4. Trusteeship Council. (JX9 UN.7 Sess.)

The Index to Proceedings series provides a bibliographical guide to the proceedings and related documents of sessions for four of the main organs of the United Nations. They include the following:
- the list of offices of the session;
- information concerning the rules of procedure and the resolutions and decisions of the session;
- a check list of meetings;
- the agenda;
- a subject index which lists, by topic, the documents produced and actions taken during the session;
- an index to speeches;
- a numerical list of documents, with information on their republication, if any.

(d) United Nations Documents Index (UNDEX) 1974–

1. UNDEX Subject Index provides the information needed to locate documents on specific subjects; each entry contains the following information: subject, type of document, and document symbol. (JX9 UN U56a)
2. UNDEX Country Index provides information on the participation of member states in the United Nations activities; each entry contains the following information: name of country, type of participation or action, subject, and symbol of the document. (JX9 UN U56b)

3. UNDEX List of Documents Issued provides full bibliographical descriptions of documents and publications issued by the United Nations and the International Court of Justice and information on language versions. (JX9 UN U56c)

(JX9 UN 8 I Y3)

Published annually by the Office of Public Information, the Yearbook provides detailed yet brief accounts of the work and achievements of the United Nations and the specialized agencies, with citations of documents, records of meetings, and bibliographical and documentary annexes.

(f) U.N. Monthly Chronicle. v. 1— May 1964— (JX9 UN 8 I U582)

Every issue of the Chronicle contains a complete record of the month, describing the proceedings, decisions and resolutions of the main organs and committees of the United Nations in the political, economic and social, legal and administrative fields. The Notes-of-the-Month section includes announcements of international meetings, conventions and agreements, and a selective list of documents and publications.


Although somewhat out-of-date, it is still the best and most comprehensive guide for the research worker in using U.N. materials.

Further assistance in the use of U.N. publications may be obtained from the International Organizations Librarian in Room 831.
G. SPECIALIZED AREAS OF LEGAL RESEARCH

Legal Form Books, p. 84
Tax Materials and Services, p. 88
British Law, p. 89
Legal Form Books

(1) Comprehensive sets
(2) State form books
(3) Specialized subject form books

Most legal form books fall into one of the three categories listed above.

(1) **Comprehensive sets** attempt to cover all aspects of law for the entire country. There are often separate forms for each state, or at least ample explanation of the differences among the states to allow for adaptation. They are also annotated, some more extensively than others, with references to statutes, cases and other material.

The following four publications are the most commonly used: *American Jurisprudence Legal Forms 2d* (Lawyers Co-op), *Modern Legal Forms* (West), *Nichol's Cyclopedia of Legal Forms Annotated* (Callaghan), all in the READING ROOM REFERENCE BAY, and Rabkin's *Current Legal Forms with Tax Analysis* (Bender) at the CIRCULATION DESK.

(2) **State form books.** The Library has sets of forms for several states. These can be identified and located by looking in the subject side of the CARD CATALOG under the heading “Forms,” followed by the name of the state, or by directly consulting the state materials in alcoves A and B at the west end of the READING ROOM. Many of the state practice sets also have form volumes. These can be identified and located by looking under the headings Civil Procedure, Criminal Procedure or Procedure, followed by the name of the state, or by consulting the state materials as described above.

Some of the more useful form books for Michigan are:

- **Callaghan's Michigan Civil Practice Forms.** Callaghan, 1968. 10v. CURRENT
- **Gillespie. Michigan Criminal Law and Procedure, with Forms.** 2d ed. Callaghan, 1953. 4v. CURRENT
- **Michigan Practice.** West, 1954–. 5v.
- **King. Circuit Court Practice Manual, with Forms.** 1962. 1v. (vol. 5 in series) 1973 suppl.
- **Michigan Will Manual Service.** Old Kent Bank and Trust Co., 1965. looseleaf. CURRENT
- **Uniform Commercial Code Forms with Practice Comments.** Part of Michigan Compiled Laws Annotated and shelved at beginning of that set. 2v. CURRENT
In addition to these titles, many of the Institute of Continuing Legal Education publications contain forms, without so indicating on the title page or catalog card.

(3) Specialized subject form books.* These publications deal with a particular subject on a national basis. To identify and locate a form book on a given subject, look in the subject side of the CARD CATALOG under the subject, the subdivision U.S. and then the subheading “Forms,” e.g.

Trusts and Trustees—U.S.—Forms

Among the more important sets in the Library are:

**Bankruptcy**

<table>
<thead>
<tr>
<th>Call No.</th>
<th>Title</th>
<th>Publisher</th>
</tr>
</thead>
<tbody>
<tr>
<td>H582b</td>
<td>Bankruptcy Forms and Practice</td>
<td>Clark Boardman, 1974–76. 2v.</td>
</tr>
<tr>
<td>1974</td>
<td></td>
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**Banks and Banking**

<table>
<thead>
<tr>
<th>Call No.</th>
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<tbody>
<tr>
<td>M6882</td>
<td>Modern Banking Forms</td>
<td>Warren, Gorham and Lamont, 1974. 2v. CURRENT</td>
</tr>
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<td>1974</td>
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</table>

**Civil Procedure**—See Practice and Procedure

**Commercial Law**

**DESK**

<table>
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<tr>
<th>Call No.</th>
<th>Title</th>
<th>Publisher</th>
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</thead>
<tbody>
<tr>
<td>B4578u</td>
<td>Modern U.C.C. Litigation Forms</td>
<td>Bender, 1969. 1v. (v. 4 of UCC Service) CURRENT</td>
</tr>
<tr>
<td>1963</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1974</td>
<td></td>
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<tr>
<td>1976</td>
<td></td>
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</tr>
<tr>
<td>B4578u</td>
<td>Forms and Procedures under the Uniform Commercial Code</td>
<td>Bender, 1963. 5v. (v. 5 series of UCC Service) CURRENT</td>
</tr>
<tr>
<td>1963</td>
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**DESK**

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<tbody>
<tr>
<td>Henson. Uniform Commercial Code Forms and Materials</td>
<td>West, 1968. 2v. (v. 4 and 5 of Uniform Laws Annotated) CURRENT</td>
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**Contracts**

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<tr>
<th>Call No.</th>
<th>Title</th>
<th>Publisher</th>
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<tr>
<td>Warren. Forms of Agreement</td>
<td>Bender, 1954. 4v. CURRENT</td>
<td></td>
</tr>
<tr>
<td>1954</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Aside from books devoted solely to forms, collections of forms on specific subjects may also be found in multivolume treatise sets. See supra, pp. 58 to 72.
Corporations
F615c Fletcher. Corporation Forms Annotated. 4th ed. Callaghan, 1972. 10v. CURRENT
1972

Criminal Law and Procedure—See Practice and Procedure

Estate Planning
1975

Family Law
1961

Land Use and Development
1974

Local Government
M442m Matthews. Municipal Ordinances: Text and Forms. 2d ed. Callaghan. 4v. CURRENT
1972

Patents and Trademarks
1977

Pensions
1975

Practice and Procedure
Bay

1974

B4575 Bender’s Form of Discovery. Bender, 1963. 20v. CURRENT
1963

Bay

DESK Frumer. Federal Practice Forms. Bender, 1951. 13v. CURRENT

RR (Alcove C) West’s Federal Forms. West, 1964— . 10v. CURRENT
<table>
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<tr>
<th>Property</th>
<th>F62la</th>
<th>Flick. <em>Abstract and Title Practice, with Forms.</em> 2d ed. West, 1958. 3v. CURRENT</th>
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<tr>
<td></td>
<td>1958</td>
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<td><strong>Rohan and Reskin. <em>Real Estate Transaction Series— with Forms.</em> Bender, 1965—. 14v.</strong></td>
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<td><strong>R7457c</strong>  <strong>Condominium Law and Practice. 1965. 5v. (v. 1 series) CURRENT</strong></td>
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<tr>
<td></td>
<td>1965</td>
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<td><strong>R7357co</strong>  <strong>Cooperative Housing Law and Practice. 1967. 2v. (v. 2 series) CURRENT</strong></td>
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<td>1967</td>
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<td><strong>R7357con</strong>  <strong>Condemnation Procedures and Techniques. 1968. 3v. (v. 3 series) CURRENT</strong></td>
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<td>1968</td>
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<td></td>
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<td><strong>R7357r</strong>  <strong>Real Estate Financing. 1973. 3v. (v. 4, 5 series) CURRENT</strong></td>
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<tr>
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<td>1973</td>
<td></td>
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<td></td>
<td><strong>R7357h</strong>  <strong>Home Owner Associations and Planned Unit Developments Law and Practice. 1977. 1v. (v. 6)</strong></td>
</tr>
<tr>
<td></td>
<td>1977</td>
<td></td>
</tr>
<tr>
<td>Securities</td>
<td>S52868s</td>
<td>Shapiro. <em>Securities Regulation Forms.</em> Clark Boardman, 1975. 3v. (v. 6 series of Securities Law) CURRENT</td>
</tr>
<tr>
<td></td>
<td>1975</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>CCH. <em>Federal Tax Forms.</em> 1v. looseleaf. CURRENT</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>CCH. <em>State Corporate Income Tax Forms.</em> 1v. looseleaf. CURRENT</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>CCH. <em>State Personal Income Tax Forms.</em> 2v. looseleaf. CURRENT</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>DESK Rabkin. <em>Current Legal Forms with Tax Analysis.</em> Bender, 1948. 24v. CURRENT</td>
</tr>
</tbody>
</table>
Specialed Areas of Legal Research

Tax Materials and Services

(1) Looseleaf services
(2) Multivolume treatises
(3) Tax reporters
(4) Revenue rulings and other IRS sources
(5) Shepard’s Federal Tax Locator
(6) Federal Tax Articles
(7) Business Administration Library

There are probably more specialized services in the field of tax law than in any other legal subject. Most of the Library’s tax services, but by no means all, are located in the TAX (or LOOSELEAF) BAY at the west end of the READING ROOM, and in the adjoining office, Rm 313.

(1) **Looseleaf services.** The publications most commonly consulted at the outset of any tax research project are the large looseleaf sets, the CCH *Standard Federal Tax Reporter* (14 vols.), PH *Federal Taxes* (10 vols.) or the RIA *Federal Tax Coordinator* (29 vols.), shelved in the TAX BAY. These services approach the status of complete research tools on the Internal Revenue Code, including the text of the Code and IRS Regulations, current Tax Court and U.S. tax cases, and such other important sources as revenue rulings. Although not strictly looseleaf in format, BNA *Tax Management* contains an equally impressive amount of useful information on tax law. This service is published in the form of individualized portfolios, each on a particular aspect of taxation (CIRCULATION DESK). There are other smaller looseleaf sets in the TAX BAY on special aspects of tax law. (Information on the use of looseleaf services and a subject guide to the Law Library’s holdings appear on pp. 42 to 53 supra.)

(2) **Multivolume treatises.** Some researchers initially prefer to consult one of the large, multivolume tax treatises. The best of these are Mertens, *Law of Federal Income Taxation* (CIRCULATION DESK) and Rabkin and Johnson, *Federal Income, Gift and Estate Taxation* (CIRCULATION DESK). See pp. 58 to 72 supra for information on other titles.

(3) **Tax reporters.** Publications by CCH and PH containing Tax Court cases and memorandum decisions and U.S. federal court tax cases are shelved near the looseleaf services. In addition, the official U.S. *Tax Court Reports* (1942–present) are located in the northwest corner of the TAX BAY. (The pre-1942 reports of the predecessor court are on LEVEL 1, ranges 19 and 20, call no.: US T23 B6r)

(4) **Revenue rulings and other IRS sources.** The Internal Revenue Service Bulletin and the Cumulative Bulletin, which contain revenue rulings, revenue proceedings, Treasury decisions and other miscellaneous tax materials, are in the TAX BAY along with the Bulletin Index-Digest System. On LEVEL 1, range 15 are the Internal Revenue Service Looseleaf Regulation System (U.S. 163 03) and the Cumulative List of Organizations (described
in Section 170(c) of the I.R.C. 1954) (U.S. I63 03cu). The U.S. Board of Tax Appeals Reports (U.S. T23 B6r) 1924–1942, the predecessor to the U.S. Tax Court Reports, is on level 1, ranges 19 and 20.

(5) **Shepard’s Federal Tax Locator**, in the Shepard’s section of the READING ROOM, is a new and useful set. This work is unlike most Shepard publications in that it bears more resemblance to a comprehensive index of diverse tax sources (e.g. U.S. Tax Court Reports, revenue rulings, commercial tax services) than to its usual citators.

(6) A CCH set in the TAX BAY, **Federal Tax Articles**, exceeds the scope of the Index to Legal Periodicals in summarizing tax articles and notes published in legal, accounting, tax, and many other professional journals (1954 to present).

(7) Many additional tax materials are available in the Business Administration Library, diagonally across Monroe and Tappan streets from the Law Library.

**British Law**

(1) Statutes

(2) Law reports

(3) Digests

(4) Citators

(5) Tables of cases

(6) Encyclopedias

(7) Treatises

Research on U.S. and British law is basically similar, but there are a few important exceptions. The following is a resumé of the more important tools for conducting research on British law. Those few which are on LEVEL 2 (open stack area) will be so designated; all others are in the stacks on LEVEL 10 (closed) and should be requested at the CIRCULATION DESK.

(1) **Statutes.** The most useful source is the annotated *Halsbury’s Statutes of England* 3d ed., the Law Library’s only up-to-date compilation of statutes in force. Another commonly used set is *Statutes Revised, 1235 to date* (1948). Session laws can be found in the *Public General Acts* (the binding title and current issues title is *Law Reports: Statutes*) on LEVEL 2, range 7. The *Statutes of the Realm*, covering acts from 1225 to 1713, is the best source of ancient statutory material. This is located with the rare books and must be requested at the CIRCULATION DESK.

(2) **Law reports.** Cases can be divided into pre- and post-1865.

(a) The easiest sources to use for most pre-1865 cases are the *English Reports, Full Reprint*, commonly known as the “English Reprints,” (LEVEL 2, range 7) covering cases from 1378 to 1865, and the *Revised Reports* (cases from 1785 to 1865). These two sets reprint cases found in a plethora
of named reports (e.g. Cox's Criminal Cases or Jones' Exchequer Reports), about three-quarters of which are in the Library.

(b) Post-1865 cases are likely to appear in several reports. The most important is the semiofficial Law Reports (1865–present) on LEVEL 2, ranges 7 and 8, published in four series: Appeals cases (House of Lords and Judicial Committee of the Privy Council); Chancery Division; Queen's Bench Division; and Probate, Divorce and Admiralty Division. The other current reports are the All England Law Reports (best indexed) and the Weekly Law Reports (the most complete of the three), 1967 to present on LEVEL 2, range 8; earlier years in closed stacks.

(3) Digests. Research on current cases and older cases still used as precedent is carried on primarily through use of the English and Empire Digest; older, defunct cases, by using earlier digests (e.g. Mew's Digest). The annotations in Halsbury's Statutes of England 3d can also be helpful.

(4) Citators. There is no exact counterpart of Shepard's Citations but similar information can be gleaned from the Current Law Case Citator, 1947–1976 and the annotations to each paragraph in the English and Empire Digest. The footnotes in Halsbury's Laws of England, to a lesser degree, also serve the same function (see (6) below).

(5) Tables of cases. The best sources of citation for recent cases are the Current Law Case Citator, 1947–1976, the Consolidated Table of Cases to the English and Empire Digest, the Consolidated Tables, 1936–1976, to the All England Law Reports, and their respective supplements; and for older cases, the tables of cases to the English Reports, Full Reprint and to the Revised Reports (see (2) (a) above).

(6) Encyclopedias. There is one truly outstanding encyclopedia for Great Britain: Halsbury's Laws of England (4th ed. in progress; 3d ed. on LEVEL 2, range 7). This is more scholarly and more complete than comparable American encyclopedias (perhaps because there is basically only one jurisdiction involved, rather than 51 as in the U.S.).

(7) Treatises. Textbooks and commentaries on various subjects can be found through the subject part of the CARD CATALOG. Look under the subject, followed by Great Britain, e.g.

Wills—Great Britain
H. MISCELLANEOUS REFERENCE SOURCES

Statistics, p. 92
Biographies, p. 95
Directories of Names, Addresses and Telephone Numbers, p. 97
Indexes, Encyclopedias, Dictionaries, Directories, etc., p. 101
Statistics

(1) General comments

(2) Court and criminal statistics
   (a) Michigan
   (b) U.S.—federal and state
   (c) International

(3) Other statistics
   (a) Michigan
   (b) U.S.—federal and state
   (c) International

(1) **General comments.** Subject headings used for statistics in the CARD CATALOG include: Statistics, Criminal Statistics, Judicial Statistics, Vital Statistics, and Population. "Statistics" is also used as a subheading under various subjects.

Two prolific publishers of statistics are the U.S. Bureau of the Census and the U.N. Statistical Office. Their publications are listed in the author-title part of the CARD CATALOG.

**Statistics Sources; a Subject Guide to Data on Industrial, Business, Social, Educational, Financial and Other Topics for the U.S. and Internationally,** 5th ed. 1977 (REFERENCE BAY) is a convenient and useful one-volume statistics index. Most of the sources listed in that volume, however, will be more likely found in the Graduate Library than the Law Library. The Graduate Library also has the very detailed *American Statistics Index: a Comprehensive Guide and Index to the Statistical Publications of the United States Government.*

Sources of court, criminal and other statistics (e.g. vital, social, economic) found in the Law Library are listed below.

(2) **Court and criminal statistics.**

   (a) **Michigan court and criminal statistics.**

      (call no.: COURTS [under “M”]—closed stack)

   2. *Criminal Statistics.*
      Annual. Court dispositions, commitments, parole, probation, correction facilities. (MC 55 C33c—LEVEL 2, range 9)

      Complaints, arrests, police activity. (MC 55 S79a—LEVEL 2, range 10)

      Annual. State and county arrests and offenses. (CRIMINOLOGY—closed stacks)
   (Call number and entry may change) (MC 55 C83r—LEVEL 2, range 9)

   City offenses, arrests and traffic report. (CRIMINOLOGY)

(b) **U.S. court and criminal statistics—federal and state.**

   State and local data (some federal). Very detailed. Includes a good list
   of statistical sources. (S724 031 C931 S79 1976)

2. U.S. Bureau of the Census. *Expenditure and Employment for the*
   *Criminal Justice System.*
   Annual. Police protection, judicial, legal services, corrections. Federal,
   state and local. (US C1 S79—LEVEL 1, range 13)

   (bound
   with the Judicial Conference of the U.S. Report.)
   Federal only. (COURTS [under “J”—closed stacks)

   (COURTS)

5. *Juvenile Court Statistics.*
   (CRIMINOLOGY)

   Annual. Offenses, arrests, police activity. (CRIMINOLOGY)

   (US F3 B6a—LEVEL 1, range 16)

   (US P94 B95s—LEVEL 1, range 19)

   (U58 B9 C3cr 1974—LEVEL 1, range 14)

    1974.
    (U58 B9 C3cri 1974—LEVEL 1, range 14)

(c) **International criminal statistics.**

   By country. (JX9 ICPO S79)

(3) **Other statistics.**

(a) **Michigan.**

12th ed., 1977. (GOVT. DOCS. OFFICE)
94/ Miscellaneous Reference Sources

(b) U.S. statistics—federal and state.

   Best general compilation of U.S. statistics. Includes some criminal and
court statistics. (Current copy at CIRCULATION DESK, READING ROOM
REFERENCE BAY and GOVT. DOCS. OFFICE; older copies: US C4
S81a—LEVEL 1, range 13)

   Colonial Times to 1970.
   (READING ROOM REFERENCE BAY)

   Series of statistical reports on variety of subjects. See CARD CATALOG
for list of specific studies. (US C4 C97 P3)

   Annual compilation of statistics on labor, commerce, industry and
agriculture. (Current copy in READING ROOM REFERENCE BAY; older
copies in DIRECTORIES—closed stack)

5. U.S. Bureau of the Census. County and City Data Book.
   [Holdings incomplete] (US C4 C85—LEVEL 1, range 13)

   [Holdings incomplete] (Current issue in READING ROOM REFER-
ENCE BAY; older issues: US C4 C75—LEVEL 1, range 13)

   A number of separate publications covering many types of income
statistics, e.g. business, corporate, individual. (US I63 03sb—LEVEL 1,
range 15)

   Annual. (US L12 S8b—LEVEL 1, range 18)

   Area, industry, and union wage surveys, among other statistical studies.
   (US L12 S8b—LEVEL 1, range 18)

    (US L12 S8e—LEVEL 1, range 17)

    (US L12 S8m—LEVEL 1, range 17)

    U.S. corporations, including U.S. multinational corporations.
    (US B97 03s—LEVEL 1, range 13)

(c) International statistics.

   Updated by its supplement (JX9 UN.8 XVII S79sy) and the
Monthly Bulletin of Statistics (JX9 UN.8 XVII S79m). Best compilation
of statistics of other countries.

2. Demographic Yearbook.
   By country. (JX9 UN.8 XIII D38)
Biographies

Biographies found in the Law Library come in two basic forms: single publications on individuals, and collections of biographical sketches.

(1) **Individual biographies.** The Library selectively acquires biographies of judges, prominent lawyers, great statesmen and government figures. The author-title side of the CARD CATALOG, under the individual’s name, is the source of information on these biographies.

(2) **Collected biographies.** The Library has a number of collected volumes or sets of biographical sketches of lawyers, judges, statesmen, etc. The following is a list of the most useful titles by category:

Unless otherwise indicated, each publication can be located in the REFERENCE BAY at the east end of the READING ROOM. The date is provided where the publication is not relatively current.

(a) **GENERAL**

1. **U.S.**

   *Who's Who in America* (CIRCULATION DESK)
   *Concise Dictionary of American Biography* (1964)
   *Community Leaders and Noteworthy Americans* (BIOGRAPHY—U.S.)
   *Who’s Who of American Women*
   *Notable American Women, 1607–1950* 3v.
   *Who’s Who among Black Americans*
   *Who’s Who in the Midwest*

2. **International**

   *International Who’s Who* (CIRCULATION DESK)
   *Current Biography*
      — annual
   *Biography Index*
   *The New Century Cyclopedia of Names* (1954)
96/ Miscellaneous Reference Sources

3. **British**

*Who's Who* (CIRCULATION DESK)


*Dictionary of National Biography* 28v.

(b) **LAW**

1. **Attorneys**

*Martindale-Hubbell Law Directory* (CIRCULATION DESK)

— most complete listing for the entire country

*Who's Who in American Law*

*Markham's Negligence Counsel*

*The Probate Counsel*


*Great American Lawyers* (1907) (BIOGRAPHY—U.S.)

*Life Sketches of Eminent Lawyers* (1895) 2v.

*Men of Law: from Hammurabi to Holmes* (1947)

2. **Judges**


*Who's Who in American Law*

*Biographical Dictionary of the Federal Judiciary*

*American Bench*


*Congressional Directory*

— U.S. Federal judges located in D.C. only

*Michigan Manual*

*Great Jurists of the World* (1914)

*A Biographical Dictionary of the Judges of England, 1066–1870*


*Lives of the Lord Chancellors* (1878) 10v.

For biographies of state judges, look in subject part of CARD CATALOG under:

Judges—(State Name)

3. **Law Professors**

*Directory of Law Teachers* (CIRCULATION DESK)

(c) **OTHERS**

1. **Legislators**

*Biographical Directory of the American Congress, 1774–1971*

*Congressional Directory*

— annual

*The Almanac of American Politics* (GOVT. DOCS. ALCOVE)

*Michigan Manual*
2. Government Officials and Statesmen

Who's Who in Government
Biographical Directory of the United States Executive Branch, 1774-1977
Congressional Directory
— annual; includes high executive branch officials
National Association of Attorneys General. The Attorneys General of the States and Other Jurisdictions (BIOGRAPHY—N)
The International Yearbook and Statesmen's Who's Who
The Blue Book; Leaders of the English-speaking World (1973-74)
Michigan Manual

3. Women

Who's Who of American Women
Notable American Women, 1607-1950 3v.

Directories of Names, Addresses and Telephone Numbers

The Law Library has a number of sources for names, addresses and telephone numbers. The most useful are listed below:

Unless otherwise indicated, each publication can be located in the REFERENCE BAY at the east end of the READING ROOM. The date is provided where the publication is not relatively current.

(1) GENERAL

Telephone directories—The Library has these for about 80 cities across the country. (Room 365, off the READING ROOM)
Zip Code Directory (Room 365)
National Directory of Addresses and Telephone Numbers (“The Green Pages”) (Room 365; CIRCULATION DESK)

(2) LAW

(a) Attorneys—Law Firms

Martindale-Hubbell Law Directory (CIRCULATION DESK)
— Most complete listing for the entire country
Michigan State Bar Journal Directory Issue (CIRCULATION DESK)
Markham's Negligence Counsel
The Probate Counsel
Transportation and Products Legal Directory (DIRECTORIES—T)
— Separate listings for attorneys practicing in fields of products liability and transportation.

Kime's International Law Directory (DIRECTORIES—K)

World Legal Directory (1974)
The Law List, 1975
— Great Britain

Canada Legal Directory

Canadian Law List

(b) Judges—Courts

U.S. Lawyers Reference Directory (also at CIRCULATION DESK)

Federal Court Directory

Michigan State Bar Journal Directory Issue (CIRCULATION DESK)

World Legal Directory (1974)

(c) Attorneys General

U.S. Lawyers Reference Directory (also at CIRCULATION DESK)

National Association of Attorneys General. The Attorneys General of the States and Other Jurisdictions (1975) (BIOGRAPHY—N, closed stack)

World Legal Directory (1974)

(d) Prosecuting Attorneys

National Directory of Prosecuting Attorneys

U.S. Lawyers Reference Directory (also at CIRCULATION DESK)

Michigan State Bar Journal Directory Issue (CIRCULATION DESK)

— Federal only

(e) Bar Associations

U.S. Lawyers Reference Directory (also at CIRCULATION DESK)
— all state associations

Michigan State Bar Journal Directory Issue (CIRCULATION DESK)
— Michigan state and local associations

World Legal Directory (1974)
— national only

American Bar Association Directory (CIRCULATION DESK)

Martindale-Hubbell Law Directory, v. 7 (CIRCULATION DESK)
— ABA officers and sections only

(f) Legal Aid and Public Defenders

Martindale-Hubbell Law Directory, v. 7

U.S. Lawyers Reference Directory (also at CIRCULATION DESK)
— Public defenders only
(g) Public Interest Law Firms and Organizations
Martindale-Hubbell Law Directory, v. 7

(h) Law Professors
Directory of Law Teachers (CIRCULATION DESK)

(i) Law Schools
Directory of Law Teachers (CIRCULATION DESK)
Pre-Law Handbook (CIRCULATION DESK)
World Legal Directory (1974)

(j) Law Libraries (and Business Libraries)
Directory of Law Libraries (CIRCULATION DESK)
Subject Directory of Special Libraries; vol. for Business and Law Libraries (Room 362)

(k) Law Publishers
Law Books in Print and supplements called Law Books Published (Room 362)

(3) GOVERNMENT

(a) Federal Government (Executive and Legislative)
U.S. Government Manual (REFERENCE BAY, CIRCULATION DESK, GOVT. DOCS. OFFICE)
Congressional Staff Directory (GOVT. DOCS. ALCOVE)
— includes home addresses of executive branch officials
Encyclopedia of Government Advisory Organizations (GOVT. DOCS. ALCOVE)
Washington Information Directory
— also includes non-governmental organizations in Washington
Directory of Registered Lobbyists and Lobbyist Legislation

(b) State Government (Executive and Legislative)
National Directory of State Agencies
Michigan State Bar Journal Directory Issue (CIRCULATION DESK)
Selected State Officials and the Legislatures
State Administrative Officials: Classified by Function
Michigan Manual
— omits telephone numbers
State of Michigan Telephone Directory (GOVT. DOCS. OFFICE)
Directory of Registered Lobbyists and Lobbyist Legislation

(4) ORGANIZATIONS

(a) Associations
Encyclopedia of Associations
100/ Miscellaneous Reference Sources

(b) Colleges and Universities
   - American Universities and Colleges (1973)
   - Education Directory: Colleges and Universities (CIRCULATION DESK)
   - World of Learning 2v.

(c) Corporations
   - Standard and Poor’s Register of Corporations, Directors and Executives

(d) Foundations
   - Foundation Directory

(e) Libraries
   - American Library Directory

(f) Newspapers
   - Ayer Directory of Publications

(g) Periodicals
   - Ulrich’s International Periodical Directory
   - Ayer Directory of Publications

(h) Publishers
   - Books in Print, v. 4 (CATALOG DEPT., Rm. 535)

(5) SELECTED SUBJECTS

(a) Civil Rights
   - Human Rights Organizations and Periodicals Directory
     (DIRECTORIES—H)

(b) Consumer Protection
   - Consumer Sourcebook (1974)

(c) Environment
   - Environmental Information Sources Handbook (1974)
   - Environmental Law: a Guide to Information Sources
   - World Directory of Environmental Organizations (1976)

(d) Women
   - Women’s Organizations and Leaders Directory (1975–76)
   - Women’s Rights Almanac
Indexes, Encyclopedias, Dictionaries, Directories, etc.

Unless otherwise indicated, each publication can be located in the REFERENCE BAY at the east end of the READING ROOM. A date is provided where the publication is not relatively current. Since specific call numbers are applied to encyclopedias and dictionaries in the REFERENCE BAY, those numbers are also provided here.

(1) INDEXES

(a) Legal Periodicals
   See p. 73 supra.

(b) Other Periodicals
   Public Affairs Information Service Bulletin (PAIS)
   Readers’ Guide to Periodical Literature
   Social Sciences Index (Formerly International Index and Social Sciences and Humanities Index)
   Criminal Justice Periodical Index

(c) Miscellaneous
   American Doctoral Dissertations (annual)
   Bibliographic Index
   Biography Index
   New York Times Index (semi-monthly)
   Vertical File Index

(2) DICTIONARIES

(a) Legal
   Black’s Law Dictionary, Rev. 4th ed. 1968 (CIRCULATION DESK)
   Law Dictionary 1975 (CIRCULATION DESK)
      — brief paperback ed.
   Law Dictionary for Non-Lawyers 1975 (CIRCULATION DESK)
      — brief paperback ed.
   The Military Law Dictionary 1960 (RR Ref. Bay DC5 M64 D13m)
   Stedman’s Medical Dictionary 4th unabridged lawyer’s ed. 1976
      (CIRCULATION DESK)
      (Older U.S. law dictionaries and a 5v. British judicial dictionary are in READING ROOM REFERENCE BAY)

(b) General
   Roget’s International Thesaurus (CIRCULATION DESK)
102/ Miscellaneous Reference Sources

*Webster's New Collegiate Dictionary* (CIRCULATION DESK)
*Webster's Third New International Dictionary* (RR Ref. Bay DC31 W382i 1971)
— located on dictionary stand

(c) **Other**

*Acronyms and Initialisms Dictionary* (RR Ref. Bay DC5 A13 E15a 1965)
*American Political Terms 1962* (RR Ref. Bay DC5 A51 S74a)
*Dictionary of Economic Terms* (RR Ref. Bay DC5 E19 G48d)
*Dictionary of Insurance 1959* (RR Ref. Bay DC5 I59 D25d)
*Dictionary of Stock Market Terms 1964* (RR Ref. Bay DC5 B21 W97d)
*Parr's Concise Medical Cyclopaedia 1965* (RR Ref. Bay DC5 M48 P263)
*Stedman's Medical Dictionary* 3d unabridged lawyers ed. 1972 (CIRCULATION DESK)

(3) **QUOTATIONS**

(a) **Legal**

*Quote It! Memorable Legal Quotations 1969* (RR Ref. Bay DC21 G368)
*A Treasury of Legal Quotations 1961* (RR Ref. Bay DC21 C771)

(b) **General**

*Bartlett's Familiar Quotations* 14th ed. 1968 (CIRCULATION DESK)
*Concise Oxford Dictionary of Quotations 1964* (RR Ref. Bay DC21 C744)
*The Home Book of Proverbs, Maxims and Familiar Phrases* (RR Ref. Bay DC21 S84h 1948)

(4) **ENCYCLOPEDIAS**

(a) **Legal**

See p. 7 supra.

(b) **General**

*Encyclopedia Americana* 30v. & yearbooks (RR Ref. Bay DC2 A51 1976)
*Encyclopedia Britannica* 23v. & yearbooks (RR Ref. Bay DC2 B86 1963)
(c) **Other**

*Encyclopedia of American History* 1953 (RR Ref. Bay DC5 A51 M87c)

*The Encyclopedia of Philosophy* 4v. (RR Ref. Bay DC5 P56 E56 1972)

*An Encyclopedia of World History* (RR Ref. Bay DC5 H67 L27c 1962)


*Thorndike Encyclopedia of Banking and Financial Tables* (RR Ref. Bay DC2 B21 T49t)

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(5) **LAW SCHOOL, UNIVERSITY AND COLLEGE DIRECTORIES**

*Pre-Law Handbook* (CIRCULATION DESK)

*American Universities and Colleges* (1973)

*Education Directory: Colleges and Universities* (CIRCULATION DESK)

*World of Learning* 2v.

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(6) **CURRENT EVENTS**

*Facts on File* (weekly)

*New York Times Index* (semi-monthly)

*Congressional Quarterly Weekly Reports* (LEVEL 1; current issues in GOVT. DOCS. OFFICE and at CIRCULATION DESK)

*Congressional Quarterly Almanac* (GOVT. DOCS. ALCOVE)

— annual

*National Journal* (LEVEL 1; last 2 years in GOVT. DOCS. ALCOVE)

— weekly

*Annual Register of World Events*


— annual

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(7) **POLITICAL AND GOVERNMENTAL DIRECTORIES AND ALMANACS**

(See also Government directories p. 99 supra and Current Events above.)

*Almanac of American Politics* (GOVT. DOCS. ALCOVE)

*The Book of the States*

*The County Yearbook*

*Europa Yearbook: A World Survey* (CIRCULATION DESK)

*The Municipal Yearbook*

*Banks. Political Handbook of the World* (CIRCULATION DESK)

*Statesman’s Yearbook* (CIRCULATION DESK)

*A Yearbook of the Commonwealth*
104/Miscellaneous Reference Sources

(8) **FINANCIAL TABLES (INTEREST, ANNUITY, ETC.)**

*Thorndike Encyclopedia of Banking and Financial Tables*

(RR Ref. Bay DC2 B21 T49t)

(9) **FACTS—MISCELLANEOUS**

*Facts on File* (weekly)

*Whitaker's Almanac*

*The World Almanac and Book of Facts*

(10) **ATLASSES**


— A gazetteer

*Odyssey World Atlas* 1966 (RR Ref. Bay DC58 027)


(11) **BOOK REVIEWS**

*Book Review Digest*

(12) **BAR ADMISSIONS AND EXAMINATIONS**

*ABA. Law Schools and Bar Admission Requirements in the U.S. (CIRCULATION DESK)*

*Bar Exam Digest* (CIRCULATION DESK)

*Gruber. Preparation for the Multistate Bar Examination* 1973 (CIRCULATION DESK)

*The Multistate Bar Examination* (CIRCULATION DESK)

— text of 1972 test

*Whitman. Preparation for the Bar Examination* (W6149 1974—closed stack)
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